

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

April 13, 2021

City of Plymouth Board of Aviation Commissioners met in regular session April 13, 2021 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 Houin, Hupka, Mersch and Morrison. Airport Manager Bill Sheley, City Attorney Sean Surrisi and Airport Engineer Mark Shillington, from Woolpert, were also present.

Commissioners Morrison and Houin moved and seconded to approve the minutes of regular session March 9, 2021. The motion carried.

Engineer's Report

Airport Engineer Make Shillington stated that he had received the final Airport Layout Plan approval by the INDOT. He mailed a hard copy to the Chicago Airports District Office and they will write the ALP approval letter that will be attached to the cover sheet of the ALP. Once this happens the Airport Layout Plan will be finalized. At this time, he requested the board to approve of the payment of the final project invoice which would close out the contract with a final amount of \$25,035.00 upon the receipt of federal funds.

Commissioners Mersch and Houin moved and seconded to approve the payment of the final project invoice from Woolpert in the amount of \$25,035.00. The motion carried.

Shillington recommended that the board approve the final financial report, the submission of the FAA Pay Request #12 of \$22,532.00, and the INDOT CIV #12 of \$1,251.75 upon receipt of federal funds.

Commissioners Houin and Bockman moved and seconded to approve the financial report, the submission of the FAA Pay Request #12 of \$22,532.00 and the INDOT CIV #12 of \$1,251.75. The motion carried

Shillington added that there were two public notices that were advertised for the Taxiway Design Project. One for the floodway permit and one for the Phase 1 Grade and Drain bidding. The first public notice let the public know that they can request for a public hearing on the matter with a deadline of May 1, 2021. The second public notice provided information about the pre-bid meeting on the 15th of April and the opening of the bids on the 29th of April at 2:00 P.M. allowing for contractors to submit bids for the grading and draining of the area for the taxiway project. He recommended the board approve the publication of these two advertisements.

Mersch asked if Shillington had sent out actual notices to contractors that did work in this field. Shillington stated that he was going to send out emails and go talk to contractors.

Commissioners Morrison and Houin moved and seconded to approve the advertisement of the two public notices as presented. The motion carried.

Shillington provided the board with the plans for the AIP 3-18-0067-23-2021 Phase 1 – Grade and Drain. See Attachment A. The plan shows the contractors would be expected to do in this

phase of work. The work for this phase was to be completed within fifty-six days of the starting of the project. The plan also shows the stockpile areas and staging area for the project.

Sheley added that he had talked to John Langfeldt and Langfeldt was okay if they were to disturb any of his crops. Morrison asked if the Airport would owe Langfeldt anything if they were to disturb his crops. Surrisi stated that he was pretty sure that all of the farm leases that the city holds state that the city can do whatever is needed for Aviation purposes, but they will need compensated for any damages. Sheley stated that that is why he was in talks with Langfeldt and was thinking about having him not plant that area and lowering his rent for that time.

Morrison asked if the City was fronting the cost of the work for this project and then eventually submitting the costs for the project to the FAA for reimbursement. Shillington stated that the city will be paying the upfront design costs which would be reimbursed later in the year. The FAA also has a certain amount of funds available for grants for this project as well this year. Shillington let the FAA know that they may need more funds for this project than they allocated, but they will have to wait until the bids come in for those funds to be generated.

Shillington requested that the commission approve the plan set as prepared for obtaining contractor bids.

Commissioners Morrison and Houin moved and seconded to approve the plan set as prepared for obtaining contractor bids. The motion carried.

Shillington requested that the commission approve the payment of Woolpert Invoice #6 for the Construct Runway 10/28 Parallel & Connecting Taxiways in the amount of \$38,204.40.

Commissioners Houin and Morrison moved and seconded to approve the payment of Woolpert Invoice #6 for \$38,204.40 as presented. The motion carried

Shillington asked the board for permission to accept and read the bids on behalf of the board on April 29th at 2:00 P.M. in case the board members were unable to attend. The application would need to be in on or before May 3rd.

Houin asked if Shillington would want any of the board members present. Shillington stated that board members are more than welcome to attend, and if they would want to, he would allow for them to open the bids.

Commissioners Morrison and Houin moved and seconded giving the authority of accepting, opening, and reading of the bids to Mark Shillington on April 29th at 2:00 P.M. for the Taxiway Design Project. The motion carried.**

**The board members were told later that bids for public works projects must be opened at a City meeting and that there must be a quorum present for bids to be opened. The Board of Aviation Commissioners met in Special Session on April 29, 2021, with proper notice having been provided to the media.

Shillington asked the board for permission to prepare a grant application for the FAA Grants associated to the Taxiway Design Project.

Commissioners Morrison and Mersch moved and seconded to give permission for Shillington to prepare a grant application on behalf of the board and submit it to the FAA for the FAA Grants related to the Taxiway Design Project. The motion carried.

Shillington informed the commission that he had just received word that for this upcoming grant that the project is 100% federally funded and there are no requirements for airport or city funds to be spent toward this.

Shillington mentioned that once \$13,000 in airport operation expenses have been invoiced by the Clerk-Treasurer's office and sent to him that he would prepare a pay request package for board approval. After the approval he would submit this to the FAA.

Airport Manager's Report

Subject: April 2021 BOAC Meeting

1. South West security fence (Red Rock area) Utility locates done; fence imminent.
2. New LED lights on Terminal Apron fuel Island, much brighter.
3. Prebid conference 4/15
4. Open house for high school program planned May 19th.
5. Monthly Sales: Dec = \$5,556.04, Jan = \$5,472.75, Feb = \$4,863.14, March = \$13,644.72
6. Runway & Grounds Inspection Report: Attached

Regards,
Bill Sheley, Manager C65

Sheley reviewed his report. He added that there is an advisory committee meeting on April 28th. At this meeting the official number of CTE kids in this program will be known. He mentioned that Alpha Flight took over South Bend's program and in turn three kids will be coming down for the second-year program. He had heard that about 20 kids will be in the first-year program, but that is still an unofficial number at this time. The positive of this would be that South Bend schools will be adding flight to their curriculum. This will benefit Alpha Flight as that means more flight time and this in turn will raise the amount of fuel sales for the airport. Morrison stated that he believed that the best thing that they did for this program was allowing the counselors going for rides in an aircraft. The positive experience could really help in boosting the program within the schools.

Sheley stated that Alpha Flight received their Provisional 141. He had provided this information to the FAA and to INDOT. He had received a lot of positive responses to this achievement.

In terms of fuel sales, the airport had a good March even in comparison to previous years. As for April they are already ahead of previous years. Sheley believes that they are on track for a record April as they are seeing a lot of activity. Houin asked if this rise in activity was due to local or transient activity. Sheley stated that it is a little bit of both.

Sheley had four new cameras installed earlier in the day. They now have a view of the gate in the back, north hangar, additional classroom, and the large Alpha Hangar.

Houin asked if the fencing project would 100% do the west end of the airport. Sheley stated that it will 100% do the south end of the airport, where the fence ends by the house by the Red Rock Inn to the corner of the storage buildings. There will be a gate at the storage buildings. He will try to budget a little every year to finish off the West end of the airport.

Other Business

City Attorney Surrisi explained to the commission that the Governor's Emergency Declaration was over at the end of the month. The Commission would need to adopt a virtual meeting policy. In order to do this the Commission would need to have two members present in person in order to conduct the meeting. If there were members present virtually all votes would need to be done by roll call vote. Lastly, members would need to attend one meeting in person a year. Surrisi suggested that the Commission adopt this policy.

Commissioners Morrison and Houin moved and seconded to allow meetings to be electronic which are in accordance of the minimum requirements of Indiana Code 5-14-1.5-3.6 with the caveat that at the next meeting a formal adoption of this policy will be approved. The motion carried.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- March 2021 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, Board Members Morrison and Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:30 p.m.



Kathryn Hickman Jung
Recording Secretary