

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

December 14, 2021

City of Plymouth Board of Aviation Commissioners met in regular session December 14, 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, and Morrison, who were physically present. Commissioner Mersch was absent. Airport Manager Bill Sheley, City Attorney Surrisi and Airport Engineer Mark Shillington, from Woolpert, were also present. The public could see and hear the meeting through Microsoft Teams.

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

Engineer's Report

Airport Engineer Shillington provided the commission with a draft CIP Plan which would be addressed later in his report.

Shillington updated the Commission on the Taxiway Design Project. He stated that there were no invoices for this project this month. Design-wise the Department of Natural Resources had provided their approval for the Floodway Permit. This would allow for construction to take place within the flood plain.

Shillington updated the Commission on AIP 023. He provided the commission with an invoice for a small administrative portion of this project. He asked for approval of the invoice dated December 8, 2021 in the amount of \$6,610.25 with payment upon receipt of federal funds. He also provided pay request #2 for the for amount of the administrative portion of the project in which the current invoice was for.

Commissioners Morrison and Hupka moved and seconded to approve the invoice and pay request #2 in the amount of \$6,610.25 each as presented. The motion carried.

Shillington stated that Phend and Brown would not be starting on the Grade and Drain project this year, but he would be discussing a 2022 start date with them soon.

Shillington updated the Commission on the new CIP plan. He stated that the AIP 026 grant pre-application was submitted to the FAA on December 1, 2021. There was a virtual CIP meeting with the FAA and INDOT recently in which this draft CIP plan was presented. He believed that this was well received. He also stated that there was a similar grant to the CARES Act grant in the works. This would then be distributed to airports based on the size of the airport. He speculated that this would mean for about \$100,000.00 being disbursed to the Plymouth Airport, and would have about a half million-dollar impact.

Shillington recommended the approval of the Draft CIP Submittal so that he could then complete the paperwork associated with the submission of the CIP.

Morrison stated that at the CIP meeting they seemed non-committal on funding the actual paving of the runway. He asked if this was just how they did this, or if there was a deeper meaning to this. Shillington stated that he would be shocked if they did not say it in a non-committal way. This was because funds are not always guaranteed as this was just a plan and things happen. There are some situations where emergencies happen and funds are redirected.

Bockman stated that he felt comfortable with this, and asked the board if they all felt comfortable with this as well. The general consensus of the board was that they felt comfortable with the draft CIP plan.

Commissioners Morrison and Hupka moved and seconded to allow Shillington to work with Airport Manager Sheley to finalize the CIP Plan. The motion carried.

Mayor Senter reappointed Houin and Mersch for another term starting January 1, 2021.

Airport Manager's Report

Subject: December 2021 BOAC Meeting

1. Sherk Hangar
2. Helicopter Dolly
3. Paid \$375 to have obstruction lights replaced, need to replace hangar lights again, still shopping for a man lift.
4. Snow blower is hooked to tractor; tractor has new lights and heat fixed.
5. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley

Sheley stated that the fee increases that had been previously approved by the board was presented to the council on first reading at their last meeting. He stated that he had made a few changes to the fees such as striking of the utilities in one of the areas where the utilities were not metered separately, and the changing of wording from twins to a wingspan of 51 feet.

Sheley stated that they were considering purchasing the Sherk Hangar. He had offered the hangar to three other people, most of which had already backed off on it. One of the people who he offered it to had to go look into getting a loan for it. Sheley stated that they should really think about purchasing the hangar for \$100,000. They would have to add electricity.

Hupka asked if the hangar was hooked up to water. Sheley stated that it was not, but it was located right next to their grinder so it would not be hard to hook it up to water. They would also need to pave in front of the hangar as well. This hangar would be able to fit 3 planes in it without much trouble. He stated that at the current price it would be worth thinking about.

Morrison asked if there were any constraints on the COVID money that would not allow for those funds to be used for this. Sheley stated that from his understanding the money would just need to be appropriated to be spent. Surrisi confirmed this.

Bockman stated that it would seem that it would cost more to build a hanger of this size than it would to purchase this already constructed. Shillington stated that about a year ago a hangar this size was built at about \$1.2 million.

Hupka asked if the hangar was insulated. Sheley stated that it was not.

Houin stated that if they were to house 3 planes in the hangar, they would be able to get \$300,000.00 per year with the building.

Morrison stated that a lot of the issues with the building could be done over time, and it would be an income producing building.

Morrison asked if they would have first purchase rights on the building. Sheley stated that they had a verbal agreement which was why Sherk came to him about this, but it could possibly be in the lease.

Houin stated that if funds were available, they should buy the hangar. The general consensus of the board was in agreement with buying the hangar if there were funds available for it.

Sheley stated that he was not sure if the hangar would need to be appraised or not. Surrisi stated that he would take a look at that the next day.

Commissioners Morrison and Houin moved and seconded to work with the tenant and City attorney to work out the specifics on the possible purchase of the Sherk Hangar.

Sheley added that DC Garage doors had come out to work on the gate that was not working previously. They would be out to fix the gate at some point next week.

Other Business

There was no other business.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- December 2021 Financial Reports

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

Other Business

There being no other business to come before the board, Board Members Morrison and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:10.



Kathryn Hickman Jung
Recording Secretary