

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

March 8, 2022

City of Plymouth Board of Aviation Commissioners met in regular session March 8, 2022 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, Morrison, and Mersch, who were physically present. Commissioner Hupka was absent. Also present were Airport Manager Bill Sheley, Airport Engineer Shillington, Mayor Senter, and City Attorney Surrisi. The public could see and hear the meeting through Microsoft Teams.

Commissioners Morrison and Mersch moved and seconded to approve the minutes of the regular session meeting of February 8, 2022. The motion carried.

Airport Engineer's Report

Engineer Shillington started the meeting by bringing attention to the ongoing project that they have been working on, the 2020 Parallel Taxiway Design Project. He informs the board that he has been told that funding for the Phase Two paving of the Taxiway has been dropped off the discretionary candidate list for funding this year. He states that he is shocked given what has been told. He states that there seems to be no point in going forward to giving out the work for Phase Two later this year.

Commissioner Houin asks if it is best to still keep going forward with Phase One. Shillington states that since that grant is already acquired that the project is already underway.

Commissioner Morrison asks if Shillington had reached out to INDOT or not for reasoning on being dropped. Shillington says that he has discussed with them, however, there has been no change in status.

Morrison states that his concern is going through with Phase One and receiving no clarity on if they would ever be able to finish the project. Shillington states that it definitely sets them back for this year and they will see how it looks in 2023. He adds that for as far as Phase One, the Board had already signed the grant, so unless there was collaboration from the FAA, then they would be obligated to finish that portion with the construction contract already in place.

Morrison states that it sounds like the perfect opening to a conversation with them basically asking the question on why would you fund Phase One and then not fund Phase Two. He adds that it seems nonsensical. Shillington agrees and adds that he has had that conversation with them already.

Morrison asks what their answer was to that then. Shillington states that at the district level, there is currently no answer.

City Attorney Surrisi asks if there is any danger in doing the ground work and then having it settle. Airport Manager Sheley states that the idea already was to let the ground sit for a year before work anyway.

Shillington states his experience with what they did at Starke County's runway extension where when they were done reshaping the ground, that he would sink up to his ankles in the exposed soil. He adds that their project was also delayed and explains that two years later the ground was hard as rock. He explains that Earth heals itself and settles. He states that as far as its impact to the whole project, it isn't a bad thing.

Sheley explains that the bad thing is that they are looking a High School class next year at about 45 students and even a Culver program this summer with possibly 75 students. He explains that the numbers are growing immensely and that it is a detriment to the Airport.

Morrison states that since one of the items mentioned up front is the safety additions of having a parallel taxiway versus people back taxing on the active taxiway. He states by reporting those numbers, explaining that they had already started, and that there is high growth in these programs that it would work in our favor.

Shillington explains that Morrison's statement is perfect for a follow-up meeting later in the year with the FAA to specifically talk about the position of this project and how they are going forward next year. He explains that after the middle of May, that they will have their grant applications in and they will know where the money is going. He adds that after that it would be best to request another face-to-face virtual meeting with the district office. He explains that by doing Phase One that it would put a greater need on finishing up the project.

Commissioner Houin asks if that puts the Airport at around the top of the priority list for next year. Shillington states that he would have put the Airport at the top of the priority list this year but that didn't work out. He adds that he is hesitant to say where the Airport stands on the list.

Houin states that because the airport is torn up and isn't safe enough to begin with, that they would think from a safety standpoint that they would consider it. Shillington states that all of that goes in our favor to getting funded but it didn't work out in our favor this year.

Shillington explains that even though the funding for this request is dropped that it doesn't mean the Board will receive no funding this year. He explains that the Board still has access to their Non-Primary Entitlement (NPE) funds so they could at least go forward in getting reimbursed for the remaining project design fees that are out there.

Sheley asked if projects this year will be at 100%. Shillington said that 95 and 5 is the 2022 federal program.

Shillington states that if the Board adds up their contracts with Woolpert to this date that the price would be \$193,246.00. He explains that \$112,698.00 of that was reimbursed under the Phase One project in 2021. He states that it leaves them with \$80,548.00 of non-grant design fees. He explains that he spoke to the district in regards to this and they said that the Board is free to send in an application for AIP 025 requesting the \$80,548.00.

Shillington has brought the AIP 025 grant application in for the Board and states that it is due April 11, 2022. He states that due to it being 95 to 5, the Board would receive \$72,493.20 from the FAA and that \$4027.40 is INDOT's share. He recommends that the Board claims the grant.

Commissioners Morrison and Houin moved and seconded to proceed with the AIP 025 Grant Application. The motion carried.

Commissioner Houin asked for clarity on what Phase One all covered. Shillington explains that it is cutting the ground and putting in drainage structures to get the water to go where they would like it to go so it doesn't sit where the pavement would go.

Shillington explains that they will be digging out excess soil and compacting it with 1 inch stone. He explains that according to their Geotech evaluations that they would not be able to get the soil compacted enough to support the pavement so they are going to replace a certain amount of soil and put down Geogrid which provides physical support. He explains that the Geogrid provides a lattice for stone so that the stone spreads out and acts as a pavement itself. He explains that there will be exposed stone until they replace it with crushed stone on top and asphalt goes on top of that.

Commissioner Houin asks if he knows what type of material Geogrid is made out of. Shillington states that it is some sort of polymer. Houin clarifies that it isn't wood or metal. Shillington explains that it is petroleum fabric. He adds that you don't want to exposure it to the sun but it doesn't degrade due to the chemistry of the soil.

Commissioner Mersch explains that in an attempt to fix the Airport Manager's situation, couldn't you just use the grass runway by running a roller over it. Sheley responds that they would not use it that way at all. He explains that you can't because the ground is too soft. He explains that in late Spring two years ago, he buried his truck to the axles on the east end where there is grass. He reclarifies that the ground is soft. Mersch reclarified that when they recompact the soil for the asphalt. Sheley responds by saying that they may have to put a sign up stating, "Taxi at your own risk."

Morrison explains that even though what Shillington said would seem to be obvious to everybody then to stay off of it. He explains what may be obvious to the Board, may not be obvious to everyone else. Sheley responds by saying they may have to put barriers on it and even an X for people who aren't based here who come in. Morrison explains that if it is exposed for a short period of time that you can probably block it off and it won't be too much of an issue, but the longer it is exposed, the greater the likelihood something bad were to happen and they would not want that to happen. Morrison is unaware if their contract provided for obstruction markings or anything like that.

Commissioner Bockman reclarifies the Board's concern on being dropped from the project list. He explains that he still is struggling to understand that. Shillington explains that there are two reasons why it could happen. The first is that there is some sort of administrative ambiguity that has prevented them from doing it but he explains that couldn't be the case because they had plenty of meetings. The only item that would be that they ran out of money. He explains that if there was some of administrative action in work that they wouldn't have been able to give them the first grant. So, to Shillington's speculation on the matter is that they are seeing all they need to fund this year and they are already out of money before they get to here.

Houin asks if it is a rolling fund where when new funds become available, they cover the older projects. Shillington explains that they have a priority scoring system where runways are first, then taxiways. Shillington explains what he thought would happen is that if a project was already

started that the next time it goes before them that it would automatically get bumped up. He adds that if they feel there is a safety need then it would get bumped up as well. He explains that it is a project already started with an established need that it would simply have to be the fact that they ran out of money. He had heard that six years ago that there was an emergency at a random airport that sucked up some money.

Bockman asked if the Board could even be given a reason. Shillington says that he will try to ask.

Morrison believes that the case only becomes more compelling once they start moving dirt and the place is now torn up. He explains that it is only logical that they would agree finish it.

Houin asked when they would be scheduled to start. Shillington mentions that he was talking to Doug Brown and he indicated that it was an April 18th or later start date. He explains that it would be right around the time of the next board meeting. Which is scheduled for April 12th. Shillington explains that the reason for his wording being, "April 18th or later," was that his contract barricades and labor starts April 18th. He also adds that they would take weather into account before starting as well. He says that they are already asking technical questions, so they are already planning work as of now. Shillington mentioned to the Board that it would be a good idea to plan a pre-construction meeting at the airport on April 12th as well.

Shillington brings up the third part of his report which is the Capital Improvement Plan. He explains that the FAA announced a Bipartisan Infrastructure Law last month. He explains that this legislation is a 5-year act. He explains that the FAA hasn't provided clear guidance on how to use the money currently and his reasoning for saying that is if they are going to be using that money as a way to fund the taxiway going forward. He says that he has heard that if you are asking for over a million dollars through discretionary that this money wouldn't help you much so they won't be requiring you to use it. He says that would mean the money would be used more for smaller projects.

Shillington states that he was talking to Sheley and heard that there was a need for new hangar doors. He states that he looked through the guidance for using these funds and found that eligible items for rehabilitation for hangars, and part of the definition of a rehabilitation is replacement of a major part of the building. He adds that if an item is 20% of the total cost, it is considered a major cost of the total item. He says that from his analysis that a hangar door, if you were building new would be about 20.6% of the building which would in some regards consider it a major item. He explains that is why he added \$176,667.00 which is 159,000 divided by 0.9.

Morrison asks if they would run into any problems with federal cost sharing on infrastructure improvements if it was being used by the airport on a rental basis. Shillington states that what Morrison is referring to is the FAA's definition of the difference between what is private and public use. He explains that 26 feet in front of the Hangar is considered private use. Everything further than that is public use. Morrison asks if that limitation on what they will fund applies to only paving surfaces but not necessarily hangar entry door. Shillington believes that it could apply in this case as well.

Shillington says that one thing he has failed to mention is that leaves this open is that there are two grant programs through congressional legislation. Shillington explains that the Board qualifies through the Airport Improvement Program (AIP). He explains there is also a Passenger

Freight Charge (PFC) program. He states that normally eligible through commercial airports that actually have freight. He states that every time FEDEX or UPS sends cargo out the runway that it gets tracked and the government gives the airport a quarter for every pound. He explains that the city is not eligible to receive funds through PFC. They state that the BIL funds will follow PFC guidelines instead of AIP guidelines. He adds that PFC rules are a little more relaxed than the AIP in that regard.

2022	\$	80,548	Design Engineering Reimbursement
	\$	1,524,115	Extend Parallel TWY; Construct TWY A3 and A4 – Phase 2 Construction; and
	\$	300,000	Install Parallel TWY Lighting – Phase 3 Construction
	\$	176,667	Rehabilitate Hangar Building – Design and Construction
2023	\$	415,000	Rehabilitate Parallel Taxiway A – Design and Construction
2024	\$	725,000	Land Acquisition for Approach Protection and Building Development Phase 1 Airport Development
2025			NPE fund rollover
2025	\$	140,000	Construct 8-Unit T-Hangar Building – Phase 1 Design Construct Hangar TWY to Aircraft Apron – Phase 1 Design
2026	\$	710,000	Construct 8-Unit T-Hangar Building – Phase 2 Construction Construct Hangar TWY to Aircraft Apron – Phase 2 Construction
2027	\$	166,667	Construct 8-Unit T-Hangar Building – Multi-Year Grant Construct Hangar TWY to Aircraft Apron – Multi-Year Grant

Houin asked if a ground study was necessary or not in regards to these plans. Shillington said that he hopes not but he has prepared the documents ahead of time just in case. He states that to get the Board in the position to even ask for money this year that he has went ahead and created a categorical exclusion form for this. He states that this does take Board approval to submit this to the FAA so he recommends that the Board approves the prepared categorical exclusion document to try to get this project cleared.

Mersch asked if he had copies of that here. Shillington says that he will leave a full copy of that with the Clerk-Treasurer.

Commissioners Houin and Morrison moved and seconded to approve the prepared categorical exclusion document. The motion carried.

Shillington states to the Board that at the bare minimum that they should prepare the bidding document for the next Phase to let people know what they are bidding on.

Shillington states per the request of airport management, the original and revised CIP included the design and construction of repaving and widening the existing portion of parallel taxiway.

Shillington believes that later during the year around the June-July timeframe that the Board should reconstruct out funds for another locally funded project in order to add 10 feet to the parallel taxiway near the apron to basically match what is between the connected taxiway and shift the center line 10 feet to the South to accommodate for more wing clearance. He says to do all of that, that it would be around \$70,000.00 which the Board will be reimbursed later in the year.

Airport Manager's Report

Subject: March 2022 BOAC Meeting

1. Sherk Hangar needs appropriation... City Council.
2. Crop lease.
3. Still shopping for a man lift & sand spreader. Broom and/or new piece of equipment (tractor) might be a good in a year or two.
4. Blower is broken. Lifting mechanism to raise off pavement.
5. Hangar M, Michiana replacing motor, waiting for part, straps are replaced.
6. New bonding cable installed on 100LL cabinet. Should not have problem with it getting tangled up again.
7. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Mr. Sheley started by discussing his fuel sales and explained that the price of fuel was increasing as of late.

He then brought up the Sherk Hangar and explained that once contracts are signed, everything gets through City Council, and once the city goes through all the hurdles it has to get approvals from the State of Indiana to spend the money, they hope to finish up sometime in early April.

Mr. Sheley discussed with the Board that the Snow Blower is broken more than he expected. The mechanics called Mr. Sheley and told him that the drive shafts were bent and that the whole undercarriage was bent. He asked the mechanic what price he believed it would take to get it fixed and he didn't seem to commit to a price. Mr. Sheley explains that prices around here for a new one is anywhere from 15-20 thousand dollars for a whole new blower. He believes that if he only has to throw a couple thousand at it to get it fixed, then he believes that would be the better course of action. He states that once he gets the numbers that he would get back to the Board about it.

Commissioner Morrison asked if the damage was just to the blower or not. Sheley explains that it sounds like the damage was to the undercarriage and driveshaft. He says the blower and the gearbox were fine.

Commissioner Mersch asked when the blower worked if it worked well. Sheley says that it ran really well.

Mayor Senter asked how old it was. Sheley says that when he was speaking with the Street Superintendent that he was saying when it breaks that it is broke and they won't make any more parts for it. He states that it is probably as old as the tractor, and the tractor was made in 1994. He states that his guess is that they got it around the same time as when they got the tractor.

Mersch asks if the Street Department ever used the tractor or not. Sheley replied by saying the Street Department informed him of multiple situations where they used it in the back before they donated it to the Airport. He says they actually used to use it quite a bit.

Sheley states that for Hangar M, the only time the motor would work was when there was no weight on the motor. He adds that it would start and raise the door, but as soon as you stopped it that it would not move again.

Houin asks if it was a single-phase motor. Sheley replies by saying that he believes it is a three-phase motor, but he is unsure.

He explains that Michiana took the motor the other day and explained to them that the brake fell out in pieces.

He addresses the temporary NIPSCO power outage for March 9th-10th and explains that it would be affecting the airport.

Morrison asks if only one of the outages was affecting the airport or if all of them were. Sheley responds by saying he only knew about the one he received an email for.

Sheley explains that he took the time to message all of the tenants he believed would possibly be flying so that they were aware that they wouldn't be able to get their hangar doors open and there would be no lights. He explains that they said that the flight school was not scheduled to be flying that day so they should be fine as well.

Sheley explains that when they get close to working on the first Phase of the work on the grass taxi that he would be entering in a NOTAM with IDEM and putting in at least a year time frame for people to not use the grass taxi.

Morrison still believes that it would be best to still put a yellow X out on the taxiway for those who may not be checking for NOTAM's. He believes the NOTAM idea is still essential but believes that the airport should still do everything in its power to avoid unnecessary accidents.

They discuss ways to put a yellow X on the grass taxiway.

Other Business

Mayor Senter explained that the Mayor's Youth Council had decided that sometime in late March or early April that they were going to tour multiple city departments.

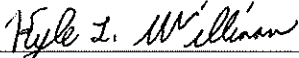
Commissioner Ken Houin was sworn in by Deputy Clerk-Treasurer Kyle Williams.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- February 2022 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 Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:42 P.M.



Kyle Williams
Recording Secretary