

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

April 12, 2022

City of Plymouth Board of Aviation Commissioners met in regular session April 12, 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 Morrison and Mersch, who were physically present. Commissioner Hupka attended virtually. Commissioner Houin 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 Mersch and Morrison moved and seconded to approve the minutes of the regular session meeting of March 8, 2022 with the correction of the meeting date as it was not changed from February 8th to March 8th on the packets that were supplied to the Board. The correction was made and the motion carried.

Airport Engineer's Report

Engineer Shillington started the meeting by recalling the Board back to 2020. He states that back when the Board had hopes and dreams of a parallel taxiway. He states that there is still no progress on the follow-up phases to the taxiway project being the paving and the edge lighting.

Shillington does state that the Board will be getting reimbursed some Non-Primary Entitlement (NPE) money for the overall design fees. He states that the total project design costs added up to \$80,548.00 and they should receive around 95% of that back in the amount of \$76,520.00. He states that he had submitted that application to Victor Iniguez with the Chicago District Office on April 11, 2022 when they requested it. He states that around the end of July a grant will come and they can ask for that \$76,520.00 and get them reimbursed for what they spent on the project design fees.

He states that one of the good things of receiving the first Phase to the 2021 Parallel Taxiway was that it was issued at a time when the government was giving it out at 100% so the Board's share would have been around \$55,000.00 so if this wasn't accepted that they would have had to pay out-of-pocket. He states that around April 20th there will be a pre-construction meeting with Doug Brown at the Airport Administration building. He states that with that the construction will start prior to their next meeting. He states that at this moment there are no invoices for that Board but hopes that there will be some progress to share at the next meeting.

Shillington moves on to the revised 2022 Capital Improvement Plan. He states that thanks to the bipartisan infrastructure money that this is a little bit busier than it would normally be. He states that there is still potential to act and rehabilitate hangar buildings. He states that the city is already in the process of fixing one bifold door with a hydraulic lift door. He states that perhaps that may be doing that to a second door as well. He states that the revised CIP allows for the funds to be spent on this sort of thing.

He states that he has reviewed the latest bipartisan infrastructure law's frequently asked questions and this question was dated March 1st. He also adds that he has spoken with Victor

Iniguez about doing such a thing and he states that they haven't been told what they can and cannot do yet with these funds. He adds that as far as he knows of them, he had no reason to discourage the board from doing such a thing.

Shillington states that as far as what they wish to do with their available funds which is \$159,000.00 federal funds that it does have the same 95 and 5 percent shares. He states that the FAA CHI-ADO will accept an AIP grant application for the planned project not to exceed \$176,667.

He states that there are some questions that the Board should be prepared to answer:

- 1. Are these funds best spent on the planned hangar project or should they be used to help fund the parallel taxiway project in FY 2023?*
- 2. While it seems these funds are eligible for use in the planned hangar project, there is no direct acknowledgement of this fact from the FAA and since the Engineer has no experience in BIL funding grant offers, is the Board willing to proceed with risk of not receiving the requested funds?*
- 3. The Engineer has prepared a design Professional Service Agreement for the preparation of the project Contract Documents and Bid Proposal form to obtain bids for the work. Is the Board ready to approve the Agreement; especially with Project Special Condition No. 3 indicating payment in case of no federal grant.*

Commissioner Mersch asks if he is talking about fixing the doors or building a new hangar.

Shillington says replacing the doors. He adds that this clearly isn't enough to build a new hangar. He states that in his talks with the Airport Manager that there would be numerous advantages since it would help repair the motor.

Airport Manager Sheley says the door has been fixed and the motor has been replaced but he has not seen the bill yet for either of those but he is expecting a very large bill of roughly 15-20 thousand dollars.

Mersch asks how much a new door would run and if Sheley has priced those yet.

Sheley says that the doors on the hangars are upwards of 55 years old and how soon will the next one break.

Mersch asks Sheley if he has priced the hydraulic doors.

Sheley asks when will next one break and when will the one after that break.

Mersch asks Sheley if he has priced the hydraulic doors.

Sheley says that they would be looking at roughly 70-80 thousand dollars.

Commissioner Morrison states that the questions seem to boil down to which do they think is the higher priority. He states is it taking care of these hangar doors or potentially allocating funds

towards the parallel taxiway project and he assumes the second question refers to the FAA coming through with funding and then the Board will have a local portion to pay and these funds will go towards that portion.

Shillington says that these are not counted for the local share. He states that this will increase the lead for the local share as it is subject to the same 95 and 5. He states that they have \$95,000 in normal AIP funds.

Morrison asks how much the BIL funds are, and clarifies the dollar amount.

Sheley responds with \$159,000.

Morrison reclarifies that question one states if the higher priority is hangar improvements versus what would the 159,000 be used for in the second Phase of the Parallel Taxiway construction project.

Shillington states that it would add to the federal monies to do the paving and lighting.

Sheley clarifies that it reduces what the federal government has to pay to do the project.

Shillington states that it isn't so much as to what is the highest priority but rather the nuance is if it is critical or not to get funding for the parallel taxiway by sacrificing it to use the hangar or would you eventually get the funding for the taxiway anyways plus you get to do the hangar repairs.

Morrison states that the Board is in no position to know since they are unaware of what the FAA is thinking on Phase 2 of the Parallel Taxiway project.

Sheley states that in a meeting that he was in today with people from INDOT that he had heard the FAA had received the correct amount of funding that they normally get but that funding has been allocated in large amounts to general aviation airports in recent years and have been neglecting their primary airports and because of some large runway projects they have that it is all going to the primary airports. He restates that it isn't that they haven't got the money but it has been that they have been neglecting the primary airports and it is all going to them this year.

Morrison states that this boils down to whether or not the Board is comfortable going with the hangar project and putting the 159 thousand towards that with the idea that the FAA may reverse course or otherwise define a course and say that these funds can not be used for rehabilitating hangars. He states that it would mean they would not be reimbursed for whatever the cost is so then it would be out of the Board's pocket. He asks Shillington if that is the risk that is in question two.

Sheley states that he doesn't expect to apply that whole 159 thousand to just the hangars.

Morrison agrees because of Sheley's prior statements earlier about the cost of repairs. He then restates that if they were to go ahead with the hangars that there is the potential that they will not be reimbursed for it but rather that it will be out of pocket.

Shillington states that what he is trying to say is that to his knowledge that the FAA has indicated that they are free to use these funds for hangar repair. He states that what he doesn't know because these funds are new and he has no experience with these funds to assume that they are correct with saying that or is someone outside making the decision to decline since there is a parallel taxiway and they would want that money to go there. He reclarifies that it isn't that they wouldn't want him to use this but that they would just want the money to go to the parallel taxiway.

Morrison asks if the impression from FAA has been in writing or not. Shillington responds by stating no.

Commissioner Bockman states that he has no clue what they are talking about. He is wondering if he has to answer their questions or Shillington's questions. He states that he doesn't understand.

Morrison states that what he thinks this is all about is that Shillington is stating that we have this 159 thousand from the government. He states that there is a choice to either use it for hangar improvements or apply it towards paving the taxiway whenever that might happen. He states that there is the potential that if the money were used towards the hangar improvements that they may change their course and state that they shouldn't have used it for that so that negatively impacts their ability to get funded for the parallel taxiway.

City Attorney Surrisi asks if they are truly paying attention to that.

Shillington states that it is hard for him to tell them. He states that the infrastructure funds are new and he has no experience with them. He states that his impression is that they have not allocated that 159 thousand towards the taxiway. He says that the state said they would try to get the funding using that amount but they have not been able to do that. He states that the question is basically if it is better going to go forward with something that they know that they need now knowing that eventually the money for the taxiway will materialize whether they have used that money for the hangar or not won't make the difference.

Mersch asks if they have to spend this money or if they can put it aside for now in case one materializes. He adds that he would like to see the hangar doors fixed but since the door is currently repaired that they may not need one right now.

Shillington states that they do have the ability to defer and sit on the money.

Sheley states that whenever the next hangar door breaks, they would have another 3 months to fix that but he hopes that the main hangar door doesn't break, because they would run into a real logistics problem for people to have access to the airport.

Mersch states that by then at least they would know if they will be getting the 159 thousand or not.

Sheley states that they are not getting a new hangar door tomorrow. He clarifies that it is not an overnight process.

Morrison states that since Sheley is closer to all of this that he would want to know his thoughts on the matter.

Sheley states that his thoughts would be to move forward and try to use the BIL funds and 3 months from now they may have better guidance. If by then they can't use it for that, then what they have invested is the \$10,000 that they are going to pay the engineer to do all the groundwork, getting the doors, getting the quotes, and they still have \$75,000 that they had received in Covid money.

Morrison acknowledges that and states that it comes down to whether or not they are comfortable with the exposure to bear that cost themselves.

Mersch states that they have \$75,000.

Morrison states that it makes the most sense because he is sympathetic to Sheley in the fact that hangar doors can break at any time and they know they are old and the airport has already had one break. He states that there is a problem there with not knowing when it will reoccur but it likely will.

Sheley states that they are talking about an improvement to the airport where they can actually get some newer aircraft inside.

Morrison states that he is okay with that and that he likes the idea. He understands that Shillington is uncertain since this is all new so it is hard for him to read where this will go. He adds that he is sympathetic towards that but he likes his idea that in three months the situation may be easier to read.

Sheley states that in three months from now that they will know more on whether the state is going to come through with money but he doubts that it is going to happen and three months from now if it does happen, they do not have bidding done or anything done so they may not be able to move forward with that project anyway. He asks if Shillington would agree with that.

Shillington states that from what he knows that the decision of what was indicated to him was the best INDOT got out of the FAA is that they would consider the airport's taxiway paving and lighting as year end discretionary. He states that it basically means that after they receive all their applications in to fund that if there was extra money or if something happened where the money is still there that they would consider getting them that money. He states that they would be in a position in one month to get the bids that they would need for that.

Sheley asks if that puts them after September if they are talking about year-end money.

Shillington states that they would have to make a decision before that and they will probably know by August that it would be the case. He states that like Sheley says the FAA is not going to say one way or another. He adds that if the Board is hoping for that money to be there that they are hoping for the wrong thing. He states that the year-end discretionary is something that they will have to do.

Morrison states that he likes Sheley's suggestion because there are some potential out-of-pocket costs that they may end up bearing and it is relatively small in the overall context of the scheme

of things and it does get them moving forward to address the potential that they know they have for another door to fail. He adds that it also gives them a little more time to try to get clarity on what they can do with the remaining 159 thousand.

Mersch says that they are still uncertain on whether or not they will get the money or not so are they to just sit there and wait three months.

Morrison states that they already have the 159 thousand and asks for assurance on that.

Shillington states that it is theirs for the asking. He states that either a week or two weeks ago that they came out with a form that asked for the money. He states that the mechanism is there to ask for the money.

Bockman states that they can not get it unless they ask for it.

Sheley states that it would be good to move forward since they are talking about maybe half the amount and not really all of it. He adds that there is still the Covid money.

Mersch says that it definitely would be an improvement.

Shillington states that for him that the Board can't be captive to them funding the taxiway.

Bockman says that is exactly what it feels like.

Morrison states that at some point some decisions have to be made.

Commissioners Morrison and Mersch moved and seconded to go ahead and move forward with using the BIL funds for the hangar renewal project. The motion carried.

Shillington asks if the Board is prepared to approve the proposed \$10,000 moving forward.

Morrison asks if it has been vetted through the cities legal department.

Bockman asks if this is \$10,000 to design these doors.

Morrison states that the mechanism built to support the door for the hangar was built for the one that would fold up on itself versus different stresses such as a hinge point that pivot straight out.

Shillington states that the scope of what has to be done is paperwork that the FAA needs to justify sending the Board the money for the work.

Sheley states that a good portion of that is needing the engineer to get the money for the federal government to pay for it.

Shillington states that it is about two days for him to prepare what they call a project manual. He states that it contains all the federal provisions. He states that the Board consider locally funding an estimated \$72,010 design Professional Services Agreement later in the year after or close to the time the AIP 026 design reimbursement funds are received.

Commissioners Morrison and Mersch moved and seconded to move forward with Shillington's proposal. The motion carried.

Shillington states that from talks with Sheley that there was a need to widen out the existing portion of the parallel taxiway. He states that the pavement condition could stand to be resurfaced and if it is of interest to the Board to prepare those documents so they are ready for next year so they can be potentially added to the parallel taxiway or acted on in two years that they can address that agreement later in the year. He states that they are probably talking about the July or August timeframe to make the decision on whether or not to go forward with that. He states that they do not need to make a decision now but he wanted to make the Board aware of that so that they may think on it and they will decide around the August timeframe.

Shillington states that the last thing that he has is on January 26 of this year, Victor Iniguez sent an email requesting that the Airport Sponsors complete an updated AIP Grant Oversight Risk Assessment Sponsor Certification Checklist.

Shillington states that he has attached the checklist and filled it out as his recommend response to the particular request. He states that he has listed in his report the methodologies which he would suggest they feel comfortable saying yes to the questions answered. He adds that the questions come down to the procurement, grant oversight, disbursement, business continuity, and more of how the funds are handled.

Morrison does state he appreciates the service of Shillington for handling all of this since he believes that it would be a pain for the Board or Sheley to babysit all the nuances of the internal controls.

Commissioners Morrison and Mersch moved and seconded to approve the Sponsor Risk Assessment Form. The motion carried.

Airport Manager's Report

Subject: April 2022 BOAC Meeting

1. Sherk Hangar appropriation... City Council complete.
2. Finish mower all tuned up ready to mow, greased, new tires, sharpened blades.
3. Crop lease signed and complete
4. Hangar M, Michiana replaced motor complete, waiting for bill.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that they spent \$100,000.00 last night when the City Council approved the request for the Sherk Hangar.

Surrisi states that after the money is approved by the state that it has to go on a payment docket and won't be available until April 26th.

Sheley states that he told them next week but he would let him know.

Sheley states that in replacing the motor for Hangar M that three straps were damaged and they had replaced all six. He states that he purchased the straps from DC Garage doors and that in the future he will buy them himself because they were not anything special because they were tight on straps for shipping.

He restates that he has still not received the bill yet for the work but expects the bill to be fairly substantial since they had to get two cranes out when they needed to get the door down and a really large forklift.

Shillington states that there may be an opportunity to include that bill in the Hangar repair project and get reimbursed.

Morrison states that step one in the improvement is unwinding the problem that they did have.

He states that during the Runway & Grounds inspection that this month he did not have to replace a single light and that is the first time he has ever had to do that. He adds that is good news because he is out of lights and has been trying to get new ones for two months. He states that he has emailed them a request to duplicate the last order and never received a response. He states that he was forewarned that at one point the lights that he gets may become unobtainable.

Sheley states that something to consider for the future is something that can be added in to the BIL funds project is that their taxiway lighting may need to be replaced because the boards can't be replaced anymore. He states that in talks with Michiana that it may cost upwards to \$20,000 to replace them with newer lights.

Mersch states that he is all for the Sherk Hangar but is asking if there are any plans or intentions with what they may use that for.

Sheley states that his intention was to park their equipment in it and park airplanes in it when they had the need. He states that would be just until they can get electricity put into it. He states that one of his itinerants has expressed interest in it even without electricity which would get some opportunity to get some rent out of it until electricity can be put into it.

Sheley states that as of now the Sherk Hangar has a grass approach to it so before they get too many people interested in it that it may need to be paved.

Morrison states that it is a good idea to start thinking about a list of what improvements that need to be made so that they may be worked on in time when finances become available. Sheley states that his goal is to list changes every three to four months.

Sheley states that they did not budget any major improvements this year so he wasn't already planning to spend a bunch of money for when these things do come up. He states that they have made enough improvements so that the airport looks pretty good but he has been aware that things will come up that will cost the airport money.

Shillington would like to clarify on his earlier statement about adding the BIL funds to the grant that it says past expenditures can be used but he is starting to realize that there are challenges to that such as the requirements of how people were selected and stuff like that. He adds that he will pursue the opportunity if he can.

Other Business

Mayor Senter states that a company hired a videographer to do a citywide video and that they were at the Airport today with their drone. He states that on May 10th the Mayor's Youth Council are going to do a field trip at all the different departments.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- March 2022 Financial Reports

Commissioners Morrison and Mersch 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 7:19 P.M.



Kyle Williams

Recording Secretary