

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

June 14, 2022

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

Commissioners Houin and Hupka moved and seconded to approve the minutes of the regular session meeting of April 12, 2022. The motion carried.

Airport Engineer's Report

Engineer Shillington states that with notice of no discretionary funding this year and wanting to see the earthwork part progress so he knew what to include to the board. He states that he has learned a few lessons going through and watching the earthworks. He states that this will have to include some fence repair and the area he thought was soft was strong and the area he thought was strong was soft. He adds that there are some adjustments to be had. He states the construction is ongoing and it is starting to look like they are doing something. He states that in discussion with Airport Manager Sheley that they are not going to make their original completion date but that them being behind should be of no issue.

Commissioner Houin states that since they are not paving it that it is not an issue.

Shillington states that there are no invoices this month and if he wanted, he couldn't, given that the company is changing accounting software. He states that this has been ongoing for about two months while they get it installed, populated with data and the bugs are worked out.

Shillington states that since the May Board meeting was canceled, he recommends the Board approve the following invoices for Phend & Brown and Woolpert Services. He states that the invoice for Woolpert Services was \$14,089.50 while Phend & Brown Invoice #1 totaled \$84,357.00 and in order to have the payment process ongoing that he submitted it to the FAA on May 30, 2022. He suggests to the Board to approve those invoices and the submission of FAA AIP-023 Pay Request #3 for the above-mentioned invoices totaling \$98,446.50.

Commissioners Houin and Hupka moved and seconded to approve the invoices as submitted. The motion carried.

Shillington states that soil conditions continue to be a matter of investigation given that the area he mentioned was soft and the most stable part of the airport. He states right in the middle the axles of the trucks are sinking two feet deep. He states that is fine given that they have a method to account for that.

Houin asks if the area in question is bigger than the area that they thought was in question.

Shillington responds with yes but no. He states that he wouldn't say that it is bigger but it is deeper. He states that it is around the same length wise. He adds that in order to clarify what he wanted the contractor to do that he has prepared an engineering memorandum that he has distributed amongst the various funding agencies. He states that it says that they are moving the organic soil bridging work from the western end to the middle. He states that he documented in the overage of organic soil bridging which is excavation, geogrid and stone. He states that he has authorized the contractor to put in about \$9,000 more of those items and it said that, if need be, they can make up the cost at the end by not putting the erosion control blanket down. He states the contractor asked him where to put the erosion control blanket down. He recalls that they were going to see where they were on the project and review at the end if they needed that item. The contractor stated that they need to do that now.

He states that the second attachment provided to the board is an email in which he said it was a good idea to put the erosion control blanket in the soil. He states that along with the organic soil bridging that this might overrun \$9000 or less. He then poses the question to the board that this is an item that is reimbursable in the grant. He states that the first thing that they will do is ask for a grant amendment that is 15% by grant conditions that they would have to go 15% over but it takes a lengthy amount of time. He states that this is because the FAA has to prove it and then they issue a new grant. He states that one of the things that they can do is the hangar door replacement because if there is money left in that grant that they will include that. He states that the bottom line is they will probably be ready and do the work before that and if need be, there needs to be acknowledgement from the board that if they had to pay \$9000 in 6 months that they would be alright with that.

City Attorney Surrisi asks if they should wait and see if they have additional costs so they can do one grant amendment or do they have to do one grant amendment every time.

Shillington states that it will be at the end. He states that the FAA would dislike him if he came before them every time there was a grant amendment.

Houin doesn't believe they should compromise on the quality of the undersurface on the Taxiway.

Commissioners Houin and Mersch moved and seconded to proceed with covering the \$9000.00 in funds that is necessary for the Airport Engineer Mark Shillington's budget.

Houin asks how far behind they will be on their schedule date. He asks if they are thinking it is going to be days or months.

Shillington states that Sheley was speculating that it may take around two weeks and he agrees with him on that.

Shillington restates that as for their software at Woolpert Services they do not have the ability to invoice and he is being told that they will be trying for the August timeframe. He states that as for Phend & Brown they continue to work and their Pay Request #2 for working half of May and half of June totals \$286,830.00 and he has reviewed it and agrees with it. He recommends that the board approve payment of Phend & Brown's Invoice #2 in the amount of \$286,830.00 upon receiving federal funds.

Commissioners Hupka and Houin moved and seconded to approve Phend & Brown's invoice for payment upon receipt of the federal funds and submission of AIP-023 Pay Request #4 to the FAA requesting \$286,830.00. The motion carried.

Commissioner Mersch states that it looks great on the northern side so there should be no water sitting on the taxiway. He asks why they can't use that as dirt taxiway.

Shillington states that he walked the project before coming in here and he was asked the same thing there. His response was that if you didn't mind going over 800 foot of stones because they are going to have that soil bridging that is not covered. He states that it is going to be open gravel.

Sheley states that they are shooting for paving next year and not in a couple of years.

Hupka asks for Shillington to explain in a little bit more detail on what he means by installing bridges.

Shillington states that when you have soft soil the reason that you can't build on top of that is because every subsequent layer has compaction requirements. He states that is why they have the rollers out there and if the soil is so soft that you can't get it to compact that you have to deal with it in some way to get it strong enough to support the stone and then the asphalt. He states that you can dig out the bad soil which is what they are doing but you could end up going 13 feet deep and replace it with good material but that is a lot of money. He states that what they are doing is they are only digging out a certain depth. He clarifies that it is two foot in the bad areas and foot and a half in the little better areas. He states that they are going a foot and a half to two foot deeper than they would need to be for the pavement. He states that they are going to put geogrid which looks like snow fence. Shillington states that it supports the stone so if you were drive over the stone it spreads out the stress by providing strength to the support. He states that in the bad areas they are taking out a foot and a half to two feet of bad soil, placing a layer of geogrid, putting a foot of stone, placing a second layer of geogrid, and then another foot of stone. He states that between the strength of stone and the support of the geogrid that you should not have to worry about the soft soil underneath. He states that is where the term bridging comes in.

Houin states that when they ran into a soft spot in the old days, they used to lay trees and then cover it with rock.

Shillington states that in the second phase where they are not doing the stone and undercut that they are going to mix the soil with lime to create a soil cement.

Shillington states that Phend & Brown has wage rate requirements through the Davis-Bacon Wage Act that states they have to pay their employees so much money. He states that part of their approval process for the invoice is him to collect certified payroll records and check them against the wage rate determination to make sure that their employees are being paid correctly. He states that includes wages and fringe benefits. He states that he has got those records for both invoices one and two and the Airport Manager has reviewed them. He states that they have found that Phend & Brown and their sub-contractor (Slussers Green Thumb) who put in the silk fence are in compliance with Davis-Bacon and he has created letters but the SBOA does not recognize his authority to accept compliance with Davis-Bacon and that it is the board's job. He

recommends that they approve the Engineered Airport managements review of payroll records against Davis-Bacon compliance for the time periods under both invoices one and two.

Commissioners Houin and Hupka moved and seconded to accept the engineering report on the Davis-Bacon wage rate report as submitted. The motion carried.

Shillington reminds the board that in February they submitted a revised capital improvement plan which is how they tell the FAA and INDOT what they want their AIP funds for. He states that the twist is the infrastructure funds or what they like to call Bipartisan Infrastructure Law (BIL) funds. He states that they have got a response from the FAA and from INDOT. He states that they have reviewed their CIP and they have reviewed all the airports in Indiana. He adds that they have provided me with the funding plan. He states that the caveat is that the state always wishes to tell the board is that these are for planning purposes only. He states that this is not guarantee of imminent funding and that it is just a plan. Shillington states that the Anticipated Airport Capital Improvement Program from the state matches what was submitted. He states that there were no modifications or instructions to do anything differently.

Shillington states that regarding their CIP and at the advice of INDOT because they have been trying to change the FAA's mind about not funding the paving and lighting this year that INDOT called him up and told him that it was time to go political. He states that they do not like to go political at times as it tends to go over the FAA's head but in this case that it is a good idea. He states that they have a political action in which they reached out to congress and senators. He states that they actually got a response from Jackie Walorski. He states that she has written a letter on the Board of Aviation's behalf to Washington DC to the secretary of FAA headquarters. He adds that Senator Todd Young wrote a letter to FAA's Office of Airports Great Lakes Region expressing his support as well.

Shillington states that last week Michael Buening, INDOT's Chief Engineer, had called him and said that either as a result of going political or that the FAA wants to do good by this project that both Phase 2 and Phase 3 of the parallel taxiway paving and lighting projects have been added for consideration for year-end Supplemental Grant.

Shillington states that from what he understands given that he has not had to go through a supplemental process before is that whatever does not get spent from all the \$3.8 million dollars that the FAA wants to spend can get disbursed through a supplemental grant. He states that supplemental means that it is not a normal AIP grant. He states that it is a competition and they would be competing against every other national project that did not get the funding that they were asking for. He states that he does not have any insight on what the chances are but Michael Buening did want to tell the board that if you do not bid the project that you have no chance at all.

Houin asks how that affects the contractors. He asks if they just tell them upfront that they want bids but they may not do the project if they do not get funding.

Shillington states that when you put up bids that you are under no obligation to follow through and that you may cancel the project at any time. He states that if the contractor does not want to take the time knowing that it is speculative then that is their choice.

He states that Mr. Buening seems to think that it is a reasonable shot. He states that he has prepared a contract for them to go through the supplemental grant paperwork procedure because there is the competition phase, the follow-up phase and then there is the actual application phase. He states that you would also have to go through the bidding process. He states that he is asking for \$16,480.00 which is grant eligible just at a different time from when they do the work. He states that eventually the board will be reimbursed but if they were to not be successful that it may take up to two years. He states that the best time to put up bids would be at the last week of August so it would be best to start bidding by the last week of June at the latest.

Sheley states that either they do this now or they do this next year.

Commissioners Houin and Mersch moved and seconded to proceed with the contract and the bidding process on the next phase. The motion carried.

Shillington states that they voted to pursue their BIL funding this year for replacing a bi-fold hangar door with a hydraulic lift type clear opening door. He states that he is bidding Hangar B as a base bid, Hangar A is being bid as an additive and it is also an alternate if they want to do it in leu of. He clarifies that they are targeting Hangar B and potentially Hangar A. He states that the decision hasn't been made yet but he has sent a notice to the City Attorney and the Clerk-Treasurer's Office. He states that the bid notice has went into the newspaper and the board will be opening the bids at the July meeting. He states that it would be good practice to approve the advertising of the bidding of this project.

Commissioners Houin and Hupka moved and seconded to advertise for the replacing of the bi-fold door bids. The motion carried.

Shillington states that he has went ahead and submitted that notice to FCI Construction in Auburn, Hamstra Group in Wheatfield, Michiana Contracting in Plymouth, R. Yoder Construction in Nappanee, Shawnee Construction in Fort Wayne and Strebis Construction in Fort Wayne. He states that Hamstra and Strebis have already reached out saying that they are interested in submitting a bid. He states that FCI Construction said that they would not as they are too far away. He states that most likely Michiana will be interested given that this is in Plymouth so there will be at least three bidders. Shillington also request that the board approve not only the bid advertisement but also the bid documents.

Commissioners Houin and Hupka moved and seconded to approve the bid documents. The motion carried.

Shillington restates that the board will be opening up the documents on July 12th so that is a very important meeting. He states that they will make the grant application after that meeting when they know all the costs. He states that they can probably get the grant offer sometime before September 13th.

Airport Manager's Report

Subject: June 2022 BOAC Meeting

1. Budget problem: Hangar door bill from Michiana, \$9294+\$315 straps, +\$326.70 safety switch, +\$447.50 1/1/22 Ind. Door, takes all of Repairs/ labor budget+; Contractual Services account \$6525 to prep new office to code for new business (IDEMIA-IDENTIGO)

2. Tractor issues, radiator leak, BIL funds be used for new tractor at some point?
3. Sell helicopter dolly?
4. Runway lights-ordered 24 never received, ordered again received 48 so we received the extras the board recommended after all.
5. Zach Davis resigned, Friday 17th last day. Hired seasonal help till we can find someone full time.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that with having close to \$40,000 taken out of his budget from the 2021 budget to the 2022 budget that it is hard to absorb this amount of money into his budget. He states that he is hoping there is a way to get additional appropriations at some time.

City Attorney Surrisi states he is sure that they are going to have to do another additional appropriation sometime here soon. He states that they are currently discussing the new IT consultant and that is probably going to be the next thing so he is anticipating that within the next month or so it will be advertised for when the council could consider it.

Sheley states that between the Hangar door bill and the Contractual Services that these have hit his budget pretty hard. He states that looking at things that he can pay those bills right now but it will have to come out of other areas at some point. He states that as for the IT contract that is being looked at the Airport's portion of it will be around \$3100/ year so with 6 months to go that is another \$1500 that he will have to pull out of his budget that was not budgeted for either. He states that at some point he is going to need some additional appropriations to make it through the year.

He states that there was a radiator leak on the tractor that has received a temporary fix until it breaks again. He states that he had questioned BIL funds but he can see from what Shillington gave them that there is no way that is going to happen.

He states that as for the helicopter dolly they have not been able to use that for several years because the castors are bad. He states that he has priced castors at different times and the heavy-duty castors that it would require would be \$7000 and because they do not make money with the dolly that he has never spent the money for it.

Mersch asks what they use because they fly helicopters all the time.

Sheley states that they have two wheels that they put on it and jack it up. He adds that a couple people have to get behind it and push it. He states that to do that to go up into the A Hangar is not easy for one person. Sheley states that they have offered to make repairs to it but he suggested that they just buy it from them so they don't have to deal with the maintenance of it anymore. He states that he does not know the process of selling something like that.

Surrisi states that if the value is less than \$5,000.

Sheley states that they spent \$1,500 for it. He adds that as it is they put a new deck on it and at the point right now where it is not usable that he would suggest \$500 and they seemed open to that.

Surrisi states that there are state laws where low value items like that can be sold at a private transaction without having to be advertised.

2017 Indiana Code

TITLE 5. State and Local Administration

ARTICLE 22. PUBLIC PURCHASING

CHAPTER 22. Disposition of Surplus Personal Property by a Governmental Body

5-22-22-6. Public or private sale or transfer without advertising

Universal Citation: IN Code § 5-22-22-6 (2017)

IC 5-22-22-6 Public or private sale or transfer without advertising

Sec. 6. If the property to be sold is:

(1) one (1) item, with an estimated value of less than one thousand dollars (\$1,000); or

(2) more than one (1) item, with an estimated total value of less than five thousand dollars (\$5,000);

the purchasing agency may sell the property at a public or private sale or transfer the property, without advertising.

As added by P.L.49-1997, SEC.1.

Houin states that they should sell it if they have a buyer.

Sheley states that he will get that taken care of. He states that they can get a little money out of it and it does not cost them money.

Hupka states that he should be lucky that he is getting money out of it because it would cost more money to repair it than what it is worth. Hupka then asks what year it is.

Sheley states that it is a 1994.

Sheley wished to add before moving on that he had two heaters in the hangars where the fan was kicking on and off even while the thermostat was turned off so he had a service company come out to see what was going on and they had to get a manlift to get up to it and it turned out that it was a bad thermostat. They told him that they had an upgraded thermostat on the truck or he could go buy a different one. Sheley figured that rather than him paying more service time for him to go get one to just put the one he had in the truck on. He states that was three weeks ago and he had another one doing that today. He states that he popped the thermostat off of its plate and it quit doing it. He states that all the thermostats are of the same age and he is expecting them to all go bad. He adds that it is a simple three wire thermostat so he is going to go buy some. He states that when he saw how simple it was that it was something they can do in house. He states that he is going to go buy some and when they go bad, he will change them out. He states that each tube has a thermostat so there is going to be ten of them and they already replaced one so there is going to be nine of them that he is going to have to buy.

He states that their QT Pod 3000 is their fueling kiosk that is outside and he received an email from QT Pod the other day that people are having issues with them because they are not keeping them clean. He states that it is the credit card reader that has been giving their clients issues and they sent out a bunch of information on how to keep them clean and how to clean them. He adds that he had purchased a cleaning kit for them a couple of years ago so they do have that. He states that since their reader faces towards the west, they had the trim shop make a real nice cover that has a Velcro flap for it since he had done some favors for him. He states that because of that they have kept it very clean and have had no issues with it. He explains that after three years the Velcro threads have worn out but the Vice President Steve Hupka took it home and re sewn it and it is brand new again. He states Hupka had done it for free and that QT Pod has come out with their own covers for about \$400 so he would like to thank Hupka for doing that.

He states with Zach Davis resigning that he has went to the mayor immediately and suggested that since it will take time to find a replacement that he had created a part time summer help position a couple years ago and they never budgeted for it. He states that year they did but Covid hit and they were told no more hiring or spending so they never filled the position. He states that since the position is still on the books so he suggested that it would take a couple months to find the right replacement for Davis that he would have funds in his budget to hire seasonal help to help maintain the grounds. He states that there was a young lady that was in their high school program that is heading for Purdue in August to go to a professional flight program and she was one of the fifty students in Indiana that got accepted. He states that during the last couple of weeks where they were out doing projects with the students that she worked rings around the boys and he was very impressed with her work ethic so he offered her a position and she has taken it. He states she is flying everyday while working on getting her private pilot's license before she goes off to school.

Hupka asks what her name is.

Sheley states that her name is Maddie Baker and she is in 4-H. He states that he told her that as far as he is concerned is that her flying lessons came first since that is what she will be doing for college and that it will work out well since she will be coming to the airport for flying lessons and that way she doesn't have to drive back and forth since she is already there. He states that she has been helping for a week now and she is working great. He states that in the meantime with regards to replacing Davis that he was concerned because his handiwork at the Airport is going to be hard to replace. He states that he has been pleasantly surprised with some of the people whom stepped up and told him that they were interested in the job. He states that he is planning to wait until August or September to hire someone but he is getting some great response from some phenomenal candidates. He states that it will still be hard to find someone to do some of Davis' handiwork at the Airport but Davis will be in a position where he may be able to hire him to help so he had given him a W-9 in case it comes to that. He states that at first he was concerned with replacing him but that concern has been alleviated with all the potential candidates.

Other Business

There was nothing at this time.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- April 2022 Financial Reports
- May 2022 Financial Reports

Commissioners Hupka 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 Houin and Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:27 P.M.

Kyle L. Williams
Kyle Williams
Recording Secretary