

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session August 11, 2020 at 6:30 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

President Phil Bockman called the meeting to order for Commissioners Steve Hupka and Kevin Morrison. Commissioner Ken Houin and Joe Mersch were absent.

Airport Manager Bill Sheley, Airport Engineer Mark Shillington, Deputy Clerk Treasurer Abby Collins, and City Attorney Sean Surrisi were also present.

Approve Minutes of Regular Session July 14, 2020

Commissioners Morrison moved and Hupka seconded to approve the corrected minutes of regular session June 9, 2020. The motion carried.

Airport Engineer's Report

Airport Engineer Mark Shillington provided an update on AIP 20, the Airport Layout Plan (ALP) Project. Woolpert provided a submittal to the FAA with the following documents:

- Preliminary draft Airport Layout Plan sheet set
- Preliminary draft Narrative Report
- Preliminary draft FAA Standard Operating Procedure (SOP) ALP checklist

The above documents were downloaded by Gary Wilson, FAA Community Planner from the Chicago office, on July 31st, 2020. The FAA now has the Airport Layout in draft form.

The ALP subcommittee met on Monday, August 3 to review the plan sheets and the proposed future developments. Shillington said the next five steps are:

1. Submit a copy of the draft documents to Gary Wilson and Michael Buening (INDOT Chief Engineer) for the review and comments / issues. This process may be lengthy but Woolpert will be requesting an expedited review since approval (or at least imminent approval) is necessary to proceed with the CIP work planned for FY 2021. **(COMPLETED)**
2. Schedule a meeting of the ALP Committee to review the contents of the draft ALP and either concur or identify revisions. **(COMPLETED)**
3. After completing steps 1 and 2, Woolpert and airport management will request a City / County Technical Review Committee meeting to discuss the contents, especially regarding the planned development and concurrence with the planned closure of Lilac Road within the airport limits to support a future runaway extension to the east. Any additional public informational meetings (such as a presentation to the City Council, County Commissioners and/or public open house) will be discussed and planned.
4. After all the above is completed, a second FAA / INDOT review will be requested with any revisions incorporated into the draft documents.
5. Finally, the BOAC will formally approve the final versions of the ALP documents for submission to the FAA for agency approval.

Woolpert's final invoice for the project will be submitted upon BOAC and FAA approval of the final ALP documents.

Next, Shillington discussed the FAA/INDOT CIP Plan. This is confidential information that was discussed and no decisions were made by the board regarding this topic.

For the locally funded 2020 Taxiway Design Project, Shillington reviewed the following proposed project schedule:

1. FAA Environmental approval – TBD but assumes it is eminent
2. Contract Design Amendment – approved at this meeting for work upon environmental
3. ALP Update Approval – TBD as negotiated with the FAA (target would be 12-1-2020)
4. Draft Construction Plans – March 1, 2021
5. Final Construction Plans and Bidding – May 12, 2021
6. Open bids – June 9, 2021
7. AIP 022 Grant Application – TBD (June, 2021)

There will be a meeting in November to discuss the approval of the ALP draft. Final construction plans and bidding will be around May 2021. Shillington prepared a contract amendment of the contract signed January 14, 2020, called The Agreement between Owner and Engineer, to achieve the new project goals for the new proposed project schedule. He reviewed the following monetary changes:

| | |
|--|--------------|
| Agreement Between Owner and Engineering dated January 14, 2020 | \$ 43,247.00 |
| Amendment 1: Geotechnical Investigation | \$ 10,477.00 |
| Amendment 1: Administration | \$ 5,386.00 |
| Amendment 1: 2020 -- 2022 DBE Program | \$ 4,436.00 |
| Amendment 1: Technical Consulting | \$ 8,826.00 |
| Amendment 1: Project Engineering | \$ 20,323.00 |
| Amendment 1: TWY Phase 1 Grade and Drain Plans | \$ 27,054.00 |
| Amendment 1: TWY Phase 2 Paving Plans | \$ 18,686.00 |
| Amendment 1: TWY Phase 3 Electrical Lighting Plans | \$ 16,410.00 |
| Amendment 1: Project Contract Documents | \$ 9,806.00 |
| Amendment 1: Project FAA Project Approval Review Documents | \$ 2,276.00 |
| Amendment 1: Project Independent Quality Review | \$ 5,088.00 |
| Amendment 1: Bidding | \$ 7,966.00 |

See Attachments 2 and 3 of Engineer's report for amended contract and Project Design Independent Fee Analysis.

Shillington distributed the original wetland delineation report from January 2020 and the updated version from July 2020. The second report states that the wetlands grew larger. This updated determination does affect one of the connecting taxiways but not the parallel taxiways. Shillington noted that this change is part of the design process and relocating or eliminating this one connecting taxiway does not change the scope of the project.

Commissioners Morrison and Hupka moved and seconded to approve the contract amendment for Engineering services with the additional special conditions as outlined in the contract. The motion carried.

There was discussion regarding Woolpert's Project Design Independent Fee Analysis, which was an analysis of their own fees. City Attorney Surrisi responded that in this specialized field, there is only a handful of companies in Indiana that do aviation engineering and it would likely be noticed by all if the proposed fees were out of line or above the standard. Commissioners Morrison and Hupka moved and seconded to approve the Fee Analysis submitted by Shillington. The motion carried.

Lastly, Shillington said he will work with Clerk Treasurer Xaver to review the CARES Act funding and work towards a request for reimbursement of COVID-19-related funds.

Morrison and Hupka moved and seconded to approve the submission of a request for CARES Act reimbursement funding. The motion carried.

Airport Manager's Report

To: Plymouth Board of Aviation Commissioners

Subject: August 2020 BOAC Meeting Report

1. Going to repaint numbers on runway in 2 weeks
2. New fence actuator, safety's and timer only, being installed in next week or so.
3. Monthly Sales: May '20= \$8,275.60; June '20=\$12,152.60
4. Runway & Grounds Inspection Report: Attached

Regards,
Bill Sheley
Manager C65

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- June 2020 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

Moved by Hupka Seconded by Morrison.

Motion passed unanimously.

Adjournment


Motion: Adjournment

Action: Adjourn

Moved by Hupka Seconded by Morrison.

Motion passed unanimously.

The meeting adjourned at 7:45 p.m.



Abby Collins
Recording Secretary