

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session June 9, 2020 at 6:31 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

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

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

Approve Minutes of Regular Session May 12, 2020

Commissioner's Hupka and Morrison moved and seconded to approve minutes of regular session May 12, 2020. The motion carried.

Airport Engineer's Report

Airport Engineer Mark Shillington was not able to attend so Airport Manager Sheley provided the update. The Airport Layout Plan Aviation Forecast was approved by the FAA after a long delay. It was also noted that the FAA has not approved the environmental documentation that was submitted last month. Shillington's email correspondence states that the above plan does not have earthwork and construction in the same year as was originally discussed at the FAA/INDOT meeting in November, however he feels this is still an aggressive schedule.

Airport Manager's Report

To: Plymouth Board of Aviation Commissioners

Subject: June 2020 BOAC Meeting Report

1. Paving & striping work complete on Airport Road and parking lot.
2. QT Pod issues.... back up and running normal.
3. Culver summer camp was officially canceled.
4. Drywall contractor finished adding transom windows and hanging drywall in old Kenny Keller office, Zack working on spraying paint.
5. Have lost several tenants due to selling aircraft, 4 empty hangars about to have a 5th. 2 currently still renting, and maybe a 3rd.
6. INDOT Aviation will be conducting yearly inspection sometime in June. We are ready.
7. Extra mowing due to canceling hay contract has been NO burden and only takes an extra hour or so. And have received compliments on how much nicer grounds look being mowed short.
8. Monthly Sales: March '20=\$8,544.65; April '19=\$3,372; April '20= \$3,340.04; May '19=\$8,600; May '20=\$8,200 with 2.5 times as much 100LL sales.
9. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley
Manager C65

Other Business

Sheley discussed potentially having seasonal hangar tenants. Sheley said per the FAA compliance manual, if seasonal renters who have their plane in one location for part of the year and another location the remainder of the year, during their off-season they are allowed to park whatever they want in their airport hangar. The two potential renters that Sheley has talked with have houses on Lake Maxinkuckee and would be interested in using the hangar space to park their boat in the winter and their plane in the summer.

There was additional discussion about having seasonal tenants versus full time tenants. Sheley noted that at this point in time, even if the two potential seasonal renters move forward with lease agreements, there are still three available hangar spaces to rent. Right now, there is no hangar wait list. Sheley said the FAA considers seasonal renters as full-time renters because they are using their hangar space for aeronautical purposes at least part of the year. There was discussion about possibly making changes to the lease agreement and document when aircrafts are parked in the seasonal hangars to keep in the renter's file.

Hupka asked who is renting the B hanger. Sheley said Michiana Aircraft Service subleases this hangar through AlphaFlight. He said they are currently not using it and would not be surprised if the sublease is canceled within the next 6 months.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- April 2020 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

Moved by Hupka Seconded by Morrison.

Motion passed unanimously.

Adjournment

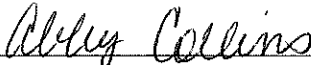
Motion: Adjournment

Action: Adjourn

Moved by Morrison Seconded by Hupka.

Motion passed unanimously.

The meeting adjourned at 7:02 p.m.



Abby Collins
Recording Secretary