

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

January 12, 2021

City of Plymouth Board of Aviation Commissioners met in regular session January 12, 2021 at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan St., Plymouth, IN.

President Phil Bockman called the meeting to order for Commissioners Houin, Hupka, Mersch, and Morrison.

Airport Manager Bill Sheley, City Attorney Sean Surrisi and Airport Engineer Mark Shillington, from Woolpert were also present.

Commissioners Hupka and Houin moved and seconded to approve the minutes of regular session December 8, 2020. The motion carried.

Election of Officers

Commissioners Hupka and Houin moved and seconded to retain the same officers.

President – Phil Bockman

Vice President – Steve Hupka

Secretary – Kevin Morrison

Set Meeting Dates and Times for 2021

Commissioners Bockman and Hupka moved and seconded to continue with the same set meeting dates and times for 2021: the second Tuesday of the month at 6:30 p.m. The motion carried.

Engineer's Report

Shillington updated the commission on the progress of the Airport Layout Plan Project. Michael Buening from INDOT had provided comments on the draft documents of the layout plan. Gary Wilson of the FAA had begun the ALP Airspace review process.

The comments provided by Buening were the noise sensitive areas where residential zoning is in place. Typically, if houses were to build in this area there is a state process in which to allow this. INDOT suggests that the commission notify the zoning office for new structures as old structures cannot be changed now. The next step for this would be for the commission to formally approve the final versions of the ALP documents for submission to the FAA.

Sheley added that the Centennial Crossings Subdivisions, being developed by the Collins family, should have filled out a tall structure permit and have not. There is a crane up 150 feet within the pattern of the airway. Surrisi stated that he would follow up with the attorney of the project and make sure that they are following through on this.

Sheley stated that representatives from Life Check had approached him recently and questioned him about NOTAMs. They were questioning this due to the NOTAMs increasing the minimum of the approaches. Sheley explained to them that this may be due to towers that were several miles out from the airport. Life check will be doing some test flights and will be working to correct this if necessary.

After the layout of wetlands were revised due to the Army Corps of Engineer site visits there was an area of wetland at the end of a culvert. In turn the airport will need to fill in 0.005 acres. A proposed contract amendment will now include a fee to prepare the construction of a floodway permit. In order for the FAA to approve the environmental portion of the project an opportunity of a public hearing will be required. There is unsuitable soil at least 6-10 feet in depth and may go beyond that in some of the construction areas. In turn this area will not have bearing strength which will require undercutting and putting in fill to make this area structurally sound for the taxiway and the hangars. This will require more work and a higher cost.

Shillington brought up extending the lighting down the taxiway past the hangar area. There were three options for this: to continue the lights toward the apron, leave it as it is, or put in reflectors instead of lights.

Hupka stated that he believes that there is sufficient lighting on the taxiways. Houin added that what if they were to put lights in front of A and C hangars.

Sheley asked if a center line reflector would be an option. Shillington stated that they do not really use center line reflectors anymore as snowplows rip them out. Sheley stated that if that is the case then they should leave the plans as they are drawn. Mersch agreed with this statement. The added blue lights within the plan already should help with lighting up the taxiway.

To reflect progress made on the project to date, Woolpert Invoice #4 is in the amount of \$12,876.80. Shillington recommended the board approve the above referenced invoice.

Commissioners Morrision and Houin moved and seconded to approve Woolpert Invoice #4 as presented. The motion carried.

Airport Manager's Report

Subject: January 2021 BOAC Meeting Report

1. Millings moved and leveled out
2. Turned up sensitivity on Gate controls
3. Changed gate code, possibly 1st time ever.
4. Another new tenant coming Feb 1/2021
5. Plowed Sunday, shaved new crack seal. Took students out to walk length of runway to clean it all up.
6. Monthly Sales: October = \$13,978.12, Nov = \$5,646.81, Dec = \$5,556.04
7. Runway & Grounds Inspection Report: Attached.

Regards
Bill Sheley
Manager C65

Sheley mentioned that he would like to put a compass rose out at the airport and have the students help him paint it. He and Shillington will be looking into any regulations on this before proceeding.

Other Business

Sheley reported that there had been leaks found in the airport office in which Zach Davis had fixed. The water was on and running at the time of the meeting.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- November 2020 Financial Reports

Board Members Morison 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 Mersch moved and seconded to adjourn the meeting. The motion carried. The meeting was declared adjourned at 7:24 p.m.



Kathryn Hickman Jung
Recording Secretary

