

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

February 9, 2021

City of Plymouth Board of Aviation Commissioners met in regular session February 9, 2021 at 6:30 p.m.

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

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

Commissioners Hupka and Morrison moved and seconded to approve the minutes of regular session January 12, 2021. The motion carried.

Engineer's Report

Shillington updated the commission on the progress of the Airport Layout Plan Project. He stated that the updated draft of the project is within the FAA airspace process. The next step will be to submit the approved and signed documents as the final submission to the FAA. Previously, INDOT has asked for tall structures and hazardous wildlife information to be added to the report. Once this Airport Layout Plan Project is approved by the FAA then final payment to Woolpert for this project will be requested.

Shillington stated that there were some updates on the taxi way design project due to the wetlands and flood lands. He recommended two options to Sheley and based on his preference they were able to run the earthwork model for a shallower swale with sheet drainage. They will be cutting more from the floodway than they will be filling which will improve the storage capacity for the floodway. In turn he believes that they will be able to get the floodway permit.

Shillington had recently gotten the geotechnical report and he will be reviewing that soon. This in turn would determine what will need to be used for the pavement design and further ground work on the area.

Sheley and some colleagues have conferred that the edge lighting will only be going down the apron on the south side but will stop at maintenance building M.

Shillington mentioned that Victor Iniguez, a program manager for the FAA, asked six questions on the grant preapplication for the earthwork and drainage structures on February 5th. These were answered by Shillington.

Commissioners Hupka and Morrison moved and seconded to approve Woolpert Invoice #5, in the amount of \$9,235.60, as presented. The motion carried.

Last month the most recent CIP plan was submitted to the FAA. He had provided a potential schedule of events to the commission through his report. See attached report.

The FAA asked for year-end financial reports. This would summarize that in the previous year they had requested \$30,000.

Commissioners Morrison and Hupka moved and seconded to approve the submittal of the CARES act financial reports as presented. The motion carried.

In December the president signed in a new COVID relief act that does effect airports. This would include forty million dollars in relief funds to be dispersed nationwide. This allows to reimburse airports for the cost of operations, personnel, cleaning, sanitization, and pathogen control services. This would suggest that Plymouth Municipal Airport will be able to apply for a previous invoice grant though this. Surrisi asked if there was a process released for this yet. Shillington stated that they had not yet, but he assumed that it would be similar to the grant process for the CARES act grant.

The FAA had requested an AIP Grant Oversight Risk Assessment Sponsored Checklist. Shillington stated that after he received this request Iniguez emailed him and said that they were not due for this until next year. Shillington prepared the form anyway just in case they wanted it early and that the request was not an error. He suggested to submit the form anyway even though it is early. He stated that he sees no harm in submitting this early.

Morrison asked Surrisi if he wanted to review the checklist since it is early. Surrisi stated he had looked over it in the past and would look it over the next day if needed. Morrison suggested that they approve the submission pending legal review.

Commissioners Morrison and Hupka moved and seconded to approve the submittal of the AIP Grant Oversight Risk Assessment Sponsored Checklist pending legal review and any edits that come from the legal review. The motion carried.

Airport Manager's Report

Subject: February 2021 BOAC Meeting

1. Michiana Aircraft Service has Mechanic in Shop every day 5 days a week.
2. Bad leak on 100LL swivel handle, parts ordered.
3. No Compass Rose, we can't meet certification requirements, none in the area do meet them.
4. Plowed heavy snow 1/31. Double pass on runway to move
5. Monthly Sales: Nov = \$5,646.81, Dec = \$5,556.04, Jan = \$5,472.75
6. Runway & Grounds Inspection Report: Attached

Regards,
Bill Sheley
Manager C65

Sheley referred to the snowfall on the Thursday before the meeting; halfway down the runway he saw that a light was broken. The light still works right now so he was going to wait until after the

snow clears to see if it needed replaced. It turned out that one of the neighbors had been riding their snowmobile on airport property. The mayor suggested having the police chief go down with Sheley to address the situation. With the police chief the man came out and paid for the light. Sheley stated that he charged parts plus labor to repair it.

Sheley stated that the air filter on the plow keeps getting filled with snow. He had emailed Ford and told them about the issue and asked if there was a way to fix this. Upon looking further at it he found that the air intake does not keep snow from getting right into the filter.

As of the Friday before the meeting the gate quit moving. They had also made a modification to the gate. They modified a tire over the steel plate on it in order to protect a car in case the gate hits the vehicle that way it won't damage it as much. The service technician had found that the roller for the gate was solid ice. The gate is now working again after the roller was unthawed. They will be keeping an eye on it to make sure it doesn't freeze up again.

Other Business

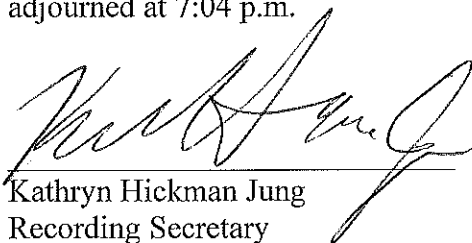
Sheley mentioned that on the 19th of February there was going to be a catered breakfast by the Culinary Arts Program. All of the counselors from all 10 schools for the CTE program will be present. Alpha Flight had offered to run the counselors through a simulation or a quick discovery flight as a way to show the program that is offered at the airport.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- December 2020 Financial Reports

Board Members Morrison and Hupka moved and seconded to accept the correspondence as present. The motion carried.

There being no other business to come before the board, Board Members Morrison and Hupka moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:04 p.m.



Kathryn Hickman Jung
Recording Secretary

