

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

March 9, 2021

City of Plymouth Board of Aviation Commissioners met in regular session March 9, 2021 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, Mersch and Morrison. 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 February 9, 2021. The motion carried.

Engineer's Report

Airport Engineer Mark Shillington updated the board on the Airport Layout Plan. He stated that the ALP draft has been finalized after going through the FAA process and an Airspace Analysis. Gary Wilson notified Shillington that they had completed the aeronautical study regarding the airport layout plan. Wilson requested the board take official action on the Airport Layout Plan and the FAA will write a letter stating that they have no objections which will be included on the cover sheet. There also is a narrative report that was given to Airport Manager Sheley that laid out the plan for the next 20 years. Shillington recommended that the board adopt the Airport Layout Plan as presented.

Board Members Hupka and Morrison moved and seconded to adopt the Airport Layout Plan AIP 3-18-0067-020-2017 and allow for submission to the FAA. The motion carried.

The cover sheet of the Airport Layout Plan was signed by all board members that were present and Shillington.

Shillington updated the board on the status of the Taxiway Design project. He stated that it is his goal to have the draft of plans for the taxiway and lighting, applications for the construction in the floodway permit completed, and the filling in of the regulated waters completed by the next meeting. Construction in the floodway permitting does require formal public notice as a floodway will be impacted. The form of public notice that will be used is certified mail that will be mailed to each of the surrounding property owners which twelve were identified.

Mersch asked what classifies as a floodway. Shillington stated that it was an area that stores excess stormwater in a way that does not harm property or wildlife. Mersch stated that he wanted to make sure that this did not mean that they had to dig out a pond to do this. Shillington stated that the reason that he anticipates being able to do this is because they will be removing more soil than building up the land.

Shillington asked for the board's approval on the submittal of the Corona Virus Response and Relief Supplemental Appropriation Act 2021. The FAA had sent all public use airports the application for this grant. Sheley had signed and returned the application for the grant funds. This was similar to the CARES Act in terms that the city will submit invoices in order to request the money. Shillington recommended that the board approve the Corona Virus Response and Relief Supplemental Appropriation Grant application and in case the money is received before

the next meeting to authorize any board member to execute the use of the grant funds upon arrival.

Board Members Morrison and Hupka moved and seconded to formally approve the submission of the application for the Corona Virus Response and Relief Supplemental Appropriation Grant and authorize any of the board members to execute the use of the grant funds upon arrival if it were to be received before the next meeting. The motion carried.

Sean asked if there were any funds that may become available with the newest Corona Virus bill being passed. Sheley stated that there were some funds, but not much on the newest bill. Shillington stated that more often than not they are putting the bulk of the money to large airports.

Airport Manager's Report

Subject: March 2021 BOAC Meeting

1. South West security fence (Red Rock area) steel up 40% more than we budgeted.
2. Bad leak on 100LL swivel at handle, parts ordered. Parts N/A too old of equip, must buy new handle \$700-\$800. Installed 3/1.
3. Major leak in roof due to hanger heat being on and ice damming, will address in Spring weather
4. Next round of Covid grant money paperwork filed with ADO.
5. ALP update by Woolpert? New dates released...
6. Monthly Sale: Nov = \$5,646.81, Dec = \$5,556.04, Jan= \$5,472.75, Feb = \$4,863.14
7. Runway & Grounds Inspection Report: Attached

Regards,
Bill Sheley, Manager C65

Sheley stated that he has had four new purchase order that have been approved. The first one was four new security cameras to which will allow for the gate to be seen once again. Michiana Contracting ordered the parts two weeks ago. Michiana Contracting will also be putting new LED lights on the fuel ramps and will be updating the breakers to turn on and off the lights. The second purchase order included paint to finish up the markings on the runway.

Sheley stated that as previously discussed a security fence on the south west side of the property had gone up 40%. After talking to Clerk-Treasurer Xaver they identified funds that were budgeted for other projects that could be used on this. The projects that would be put off would be adding larger windows in a few of the hangers looking onto the runway, and adding stoops over the north doors where ice is prone to fall during the winter season. This past year they just closed off the north doors for two months when the ice was falling. He said that the options for the fencing if the board would like to use the money would be an 8-foot tall fence with a single strand of barbed wire for \$24,000 or a 10 foot fence, like they currently have, with a single strand of barbed wire for \$26,000. He asked if the board had any preference as to which should be used. The board did not have a preference and Sheley stated that he would be going with the 8-foot fence in order to save money for the airport.

The last purchase order was the 100LL swivel handle. It had to be ordered after finding out that the parts that were previously ordered were not correct due to the age of the equipment. Hupka asked if this handle would shut off automatically. Sheley stated that no, this handle does not shut off automatically.

Finally, the use of the heat in the hangers melted the ice that had dammed up on the roof causing a lot of water to come into the building. This came in through the second story by the furnace and then down to the first-floor room where the Alpha Flight simulator is. The water destroyed the charger for the tablet that came with the simulator. Due to this they had been using their own personal iPads. Sheley told them that if they would order another charger that the airport would pay for it.

Hupka asked what they could do in order to prevent this from happening again. Sheley stated that they will address that in the spring as the cause of the problem are the crossmembers that were put on when the new roof was installed.

Other Business

Mersch asked about what criteria were not met for the compass rose. Sheley explained that the first step to get a compass rose was to get a GSCS survey done. There cannot be any lighting within 150 feet of the compass rose and there cannot be any metal buildings within 300 feet of it. The only way that they could meet these requirements would be to extend the taxi way that the commission is planning to build to the east. After this they would have to make sure that there is not any lighting on it.


Sheley updated the commission on the snowmobile problem that was brought up at the previous meeting. After the initial incident there was more snow and the person was back out on airport property on the snowmobile. Sheley got ahold of Surrisi and had him send a letter to them. There had not been any activity since. Surrisi added that the initial letter was returned due to no mail receptacle and after this he put the letter in the door. The light that was initially damaged still works but, it was at an angle and would need to be replaced.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- January and February 2021 Financial Reports

Board Members Morrison and Hupka 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 Hupka moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:12 p.m.


Kathryn Hickman Jung
Recording Secretary

