

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

May 11, 2021

City of Plymouth Board of Aviation Commissioners met in regular session May 11, 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, and Mersch. Commissioner Morrison was absent. 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 April 13, 2021 and the special session on April 29, 2021. The motion carried.

## Airport Manager's Report

Subject: May 2021 BOAC Meeting

1. South West security fence (Red Rock area) Mikes Fencing scheduled for 5/18 start date.
2. Langfeldt crop lease; Need to refund \$775.25 for 4.43 acres where we plan to store material for taxi construction.
3. Rented last 2 available hangers. Hanger availability Northern Indiana nil. Raise rate for 2022 to \$100.
4. Raise office rate for Cleveland Helicopter service to \$50-month 2022
5. Painted more of Runway, should have all markings except edge & center lines done by EOM.
6. Nipsco legal notice for 150; tower ... turned it over to INDOT Aviation.
7. Open house for high school program planned May 19<sup>th</sup>.
8. Will be ordering 100LL in next week, price is up 0.75 centers.
9. With KOXI letting VOR approaches lapse our traffic counts are up.
10. Great crop of grass sprouted where we leveled dirt pile from Sherk hangar.
11. Monthly Sales: Feb \$4,863.14, March \$13,644.72, April \$10,950.83 See attached.
12. Runway & Grounds Inspection Report: Attached

Regards,  
Bill Sheley, Manager C65

Sheley added that John paid his crop lease ahead of time which included the 4.43 acres of which the airport will be using to store materials during the groundwork phase of the taxiway project. He asked for the commission to approve the refund of \$775.25 for the 4.43 acres of Langfeldt's crop lease of which will be used to store material for taxi construction.

Commissioners Houin and Hupka moved and seconded to approve the refund of \$775.25 for the 4.43 acres of Langfeldt's crop lease. The motion carried.

Sheley asked the commission to strongly consider raising the rates for the hangars to \$100 for 2022. They are currently at \$95. This would need to go to the common council after approval for the rates to go into effect.

Hupka asked when the last time that these rates were raised. Sheley stated that this was done two years ago, and with all of the money that was being spent on airport improvements he would say it would be worth it. Surrisi added that the city was in the process of updating and reviewing their fees.

Commissioners Houin and Mersch moved and seconded to raise the rates for the hangars to \$100 for 2022. The motion carried.

Sheley asked for the commission to also consider raising Gary Cleveland's office rental rate. It had been \$40 a month for a long while, and he would like to raise it to \$50 for 2022.

Mersch asked if Sheley had talked to Gary about the raising of his rate. Sheley stated that he had spoken to him about it last week.

Commissioners Houin and Mersch moved and seconded to raise the rate for Gary Cleveland's office rental to \$50 for 2022. The motion carried.

Sheley stated that he had talked to the gentleman who was currently doing the crack seal work on the ramp and he stated that he would give the airport a special rate to do the center lines and edge lines because he would like to use it for advertising. He would bring this to the commission sometime soon. Since his only other option would be to use the street department's equipment which would not come out as straight.

NIPSCO advertised building a 150-foot tower over by Hoosier Tire. Sheley stated that he had reached out to them and had gotten no response. He then contacted INDOT Aviation and they will pursue it farther to make sure that the correct paperwork for the tall towers is done since it will be within 10,000 feet from the airport.

Sheley said that AV fuel had contacted him the day before the meeting and stated that they would have half a truck available to be delivered the day after the meeting. The cost for this fuel was actually \$0.04 less per gallon than the week before.

With KOXI letting their VOR (Very High Frequency (VHF) Omni-Directional Range) approaches lapse, traffic on the use of the VOR approach at the airport is up considerably.

The monthly sales for April were at a record high from the previous few years. The flight school and regulars were the main reason for this number of sales.

### **Engineer's Report**

Airport Engineer Shillington updated the commission on the Airport Layout Plan project. He stated that he got the final approval letter from the FAA recently. Now all that remains would be to finish the final administrative portion to close out the project. Since the financial portion of the work had been completed at the last meeting, everything was completed for the current grant period.

NEPA approval of the Parallel Taxiway Design Project had been received. Also, Shillington had prepared the 2021 to 2023 Disadvantaged Business Enterprise Program for the Board of Aviation Commissioners as required by the FAA Civil Rights Office. The goal for Disadvantaged Enterprise participation in the AIP Grants during those three years would be 2.5% of the overall

project value. He provided the policy statement that he prepared to the board and explained the role of the board for this program. Also, he told the Board that after a conversation with Victor Iniguez he was informed that the grant this year restricts the reimbursement to services that are finished and associated with Phase 1 Grade and Drain project. The Summary of Reimbursable Design costs was made by Shillington which showed that \$179,981.00 and the amount of this that would be reimbursable would be \$112,698.00.

After the bid opening it was determined that Phend & Brown of Milford, Indiana was the apparent low responsive and responsible bidder. The overall cost estimate of this was \$1,011,186.96. Shillington stated that based on the INDOT provided AIP funding it was apparent that the bid totals would exceed the available funding for the project. After a virtual meeting the following conclusions were made:

1. The width and depth of the marl organic soil bridging could be reduced from planned dimensions. This would result in approximately 50% quantity reduction in three pay items on the bid and would reduce the project cost by \$159,535.00.
2. INDOT had agreed to increase the amount of State Apportionment funding from an original \$135,000 to \$315,669.
3. Kendallville BOAC may agree to transfer \$41,160 of their available AIP funds to this project.

Overall, this would make the project completely fundable.

Houin asked if Phend & Brown would need to approve the reduction of those bid items as well before this would continue. Shillington stated that he had already run this by Phend & Brown and they had agreed to this.

Houin asked if they would need to have this in writing as a legal document. Shillington confirmed this and stated that when the grant is received, he would provide a contract that will be signed.

Sheley asked if the money that will be transferred from Kendallville if the Commission would need to pay that back to them from future AIP money. Shillington stated that generally this money was repaid that way, but the way that the program was lined up that the Plymouth Commission would not have enough money to repay this for quite some time, and they are aware of this.

Shillington asked for the board to approve the following items:

- Approve the Engineer prepared 2021-2021 DBE Program
- Approve the partial engineering design reimbursement value based on the attached Summary of Reimbursable Engineering Costs
- Approve the plan to reduce the highlighted bid quantities if allowed by the FAA under a Supplemental Agreement
- Approve accepting a Non-Primary Entitlement transfer if agreed by the Kendallville BOAC (transfer form to be prepared at a later date)
- Approve submission of AIP 022 grant application as indicated in the project Summary of Cost if accepted by the FAA.

Commissioners Houin and Hupka moved and seconded to approve the above actions as presented. The motion carried.

Shillington stated that his goal would be to present the board with a proposed design contract amendment adding the Construction in a Floodway permit to be submitted to the Indiana Department of Natural Resources – Division of Water once prepared. He would also like to present the board with a proposed contract amendment adding construction engineering services at a time required by the FAA.

Shillington reminded the board that once \$13,000 in airport operation expenses had been invoiced, to send them to him so that he could prepare them for Board approval and submission to the FAA.

### **Other Business**

City Attorney Surrisi presented Resolution No. 2021-949, A Resolution of the Plymouth Board of Zoning Appeals Adopting an Electronic Meeting Policy.

Surrisi stated that this is just the formal adoption of the policy that the commission approved at the previous meeting.

Commissioners Hupka and Mersch moved and seconded to approve Resolution No. 2021-949, A Resolution of the Plymouth Board of Zoning Appeals Adopting an Electronic Meeting Policy. The motion carried.

Sheley added that since the board had approved of raising rates that he wanted them to know that it is in the contracts with Alpha Flight that their rate would increase by \$50.00 each year in May.

Houin asked with all of the Airport's hangers currently being filled, if there had been any discussion on private hangers being built. Sheley stated that he had one person talk about building a private hanger, but he believes that he would like to have someone else to go in with him on it. He also had two people approach him about hanger space recently.

### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- April 2021 Financial Reports

Commissioners Hupka and Mersch moved and seconded to accept the correspondence as presented. The motion carried.

There being no other business to come before the board, Board Members Hupka and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:24 p.m.

  
Kathryn Hickman Jung  
Recording Secretary