

## **CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS**

June 8, 2021

City of Plymouth Board of Aviation Commissioners met in regular session June 8, 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 Houin moved and seconded to approve the minutes of regular session May 11, 2021. The motion carried.

### **Engineer's Report**

Airport Engineer Shillington updated the commission on the Airport Layout Plan project. He stated that the FAA grant closeout documents had been submitted on April 26, 2021. He added that the final FAA grant funds had been received by the Clerk Treasurer's office on May 4<sup>th</sup> and the Woolpert invoices had been paid in full.

For the 2020 Parallel Taxiway Design project Shillington submitted Invoice #7 totaling \$20,895.84 for the completion of the Phase 1 Grade and Drain Project. He asked for the Commission to approve the payment of the invoice as presented.

Commissioners Hupka and Morrison moved and seconded to approve the payment of Invoice #7 as presented. The motion carried.

Shillington stated that he was currently reviewing Phase 2 of the Parallel Taxiway Design Project and then will move on to reviewing the preliminary Phase 3 Install Taxiway Lighting plans. Once he completes this work the construction plans will be submitted to FAA and INDOT for review before the December 1<sup>st</sup> AIP 024 project grant pre-application. He added that he had stated preparing the "Construction in a Floodway" permit and it was his goal to present the permit application to the Board at the next meeting. After that he would submit this to the Indiana Department of Natural Resources – Division of Water. At that time, he would present the Board a design contract amendment which would include the costs for the permit.

For the 2021 Coronavirus Response and Relief Supplemental Appropriation Act Grant Offer, Shillington stated that he had checked and found that the offer is now active in the Delphi eInvoicing web portal. Once he receives enough invoices for the grant, he will prepare a pay request package in which he would bring in front of the Board. He stated that the last Coronavirus Grant was received by the submittal of two fuel purchase invoices. He added that he would most likely reach out the Clerk-Treasurer Xaver for some recent fuel invoices for this grant.

Shillington stated that the AIP 022 grant Application (now AIP 023) was submitted to Victor Iniguez with project contract information on May 14, 2021. He also stated that he was able to get Kendallville Board of Aviation to approve a transfer \$41,004 to Plymouth Board of Aviation for the project. He then asked for the board to approve the execution of the AIP 023 grant offer when approved by the FAA.

Commissioners Mersch and Hupka moved and seconded to approve the execution of the AIP 023 grant offer when it arrives and authorize any board member to sign upon receipt. The motion carried.

Shillington announced that there could be another potential grant due to the American Rescue Plan Act of 2021. This act includes \$100 million in funds for non-primary aviation airports. He believes that if it was anything like the CARES Act that had the same amount of funds available Plymouth could be receiving around \$30,000 in this grant.

INDOT had emailed Shillington notifying him that they submitted the latest preliminary Airport ACIP to the FAA Chicago Airports District Office for 2022 through 2026 on May 19, 2021. He then stated that this would increase funding in 2022 by \$300,000 and the funding in 2025 by \$215,000.

However, Airport Manager Sheley indicated a need to add a project to rehabilitate and possibly widen an existing portion of the parallel taxiway in front of the terminal buildings to the CIP. After checking the INDOT Pavement Condition Index Study, Shillington stated that it appears that the pavement in that area did qualify for rehabilitation with federal funds. He would hope for a discussion on what type of project would fit the Commission the best at the October meeting on this.

Surrisi notified Morrison that he had looked into if he needed to file a conflict of interest due to two of the bidders for the Grade and Drain Project being clients of his firm. He stated that this would not be needed unless he had some pecuniary interest in contract itself.

### **Airport Manager's Report**

Subject: June 2021 BOAC Meeting

1. South West security fence (Red Rock area) Complete.
2. PAPI controlled board burned. PAPI's on full time until new board is in.
3. Finish mower having major maintenance, U-joint and Yoke. 4 years old now.
4. Painted Runway complete.
5. Culver Summer Camp starting 18<sup>th</sup>.
6. Monthly Sales: March \$13,644.72, April \$10,950.83, May \$18,460.60
7. Runway & Grounds Inspection Report: Attached

Regards,  
Bill Sheley, Manager C65

Sheley mentioned that the PAPI control board was not working. After calling to get it fixed, they found that the inside of the board was black. He was guessing that during the storms a few days prior the board may have gotten struck by lightning. Randy Longanecker was working to get a replacement for it, but in the meantime, he was able to short out the switch so that the PAPI is on full time until the replacement is in.

The finish mower for the airport was taken to a mechanic for maintenance, they found that a U-joint and Yoke needed to be replaced. The cost for this work was under \$200. On Friday night Sheley was mowing with the old mower and it started to smoke. He took that mower to the

mechanic and they found that the clutch pack had gone bad. The total cost for the parts would be \$350.

Sheley stated that the painting of the runway had been completed by the students. He was hoping to get a quote from the gentleman who had recently done the crack seal work on the ramp. He would be giving the airport a special rate to do the center and edge lines because he would like to use it for advertising. He hopes to bring this forward to the commission sometime soon.

Sheley stated that Culver Summer Camp starts on the 18<sup>th</sup> of June and they would start flying on the 21<sup>st</sup>. In turn, this would mean more traffic at the airport during this time. Hupka asked how many weeks the Culver Summer Camp lasted. Sheley stated that the camp runs until the end of July.

Mersch asked how many planes Alpha Flight had for this camp. Sheley stated that they have 6 and if needed there was a Delta Pilot, who is associated with Indy Jet Center, would bring up a 172 and others if needed.

Sheley stated that if the Culver Summer Camp is anywhere near what he was expecting, the airport would have the highest fuel sales since the city took back the airport from SkyStream. They could easily be 5,000 gallons ahead of the best year they have had. Cost-wise they would not be ahead due to the gas prices being much higher in previous years than they are currently.

Sheley added that one of the hunters, who was a first officer for Southwest, that lives nearby asked if he could hunt on the property. Sheley gave him permission to do so as they had been seeing coyotes pretty regularly. The hunter in turn got the whole litter of the coyotes.

There had been more big jets stopping at the Plymouth Airport. With summer camp starting, they tend to see a few more of the bigger jets, most of which tend to fill up with fuel at the airport. Houin asked how low the fuel tanks get before Sheley orders fuel. Sheley stated that the tank has to get down below 2,500 gallons in order to order a full load of 8,000 gallons.

#### **Other Business**

There was no other business at this time.

#### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- May 2021 Financial Reports

Commissioners Hupka and Morrison 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 7:10 p.m.

  
Kathryn Hickman Jung  
Recording Secretary

