

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

August 10, 2021

City of Plymouth Board of Aviation Commissioners met in regular session August 10, 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 Morrison who were physically present. Airport Manager Bill Sheley, City Attorney Surrisi and Airport Engineer Mark Shillington, from Woolpert, were also present. The public could see and hear the meeting through Microsoft Teams. Commission Member Mersch was absent.

Commissioners Hupka and Houin moved and seconded to approve the minutes of the regular session meeting of June 8, 2021 and the memo from July 13, 2021. The motion carried.

### **Engineer's Report**

Airport Engineer Shillington updated the commission on the parallel taxiway design. He stated that he hoped that the grant would be issued before anymore invoices were presented to the board for this project. He stated that he had moved ahead and worked on the next phase of the project design. He stated that in the next year they will move to the paving and edge lighting. He added that he was waiting for Phend and Brown to move some dirt so that he could see what the ground contained.

Hupka asked when the next step of moving ground was going to begin and if there was a schedule for this. Shillington stated that as soon as the commission were to get the grants, the contractors would start ordering their materials and moving ground.

Shillington stated that he had prepared and submitted the permit application for construction to Indiana Department of Natural Resources Division of Water on July 1, 2021. The IDNR acknowledged the receipt of the permit application and on August 5, 2021 he had received an email indicating that they were working on the permit. The Stormwater pollution control plan information was emailed to Jodi Overmyer on July 2, 2021 in which she would be conducting a review on the plan. This would be needed to get the notice of intent NPDDS general permit. Which would allow the movement of dirt on the project. With those activities and documents submitted, he submitted a written amendment #2 to the Taxiway Design Project in the amount of \$13,265 to the board for approval. He asked for the approval of Amendment #2.

Commissioners Hupka and Houin moved and seconded to approve Amendment #2 to the Taxiway Design Project in the amount of \$13,265.

Shillington stated that the CRRSAA invoices had been submitted to the FAA. This was enough to cover the \$13,000 that they would be getting from this program. He then submitted pay request #1 which included the grant request form, the federal financial report, and the pay request form for AIP-022. He recommended that the commission approve the final pay request package for the FAA submission of AIP-022.

Commissioners Houin and Morrison moved and seconded to approve pay request #1 as presented. The motion carried.

Shillington updated the commission on AIP-023. He gave the commission the summary of the elements of the grant of \$1,062,970. He prepared a construction contract which was published with the contract documents. He then created a final version of the contract between the Board and Phend and Brown after getting FAA approval with the previous changes. The supplemental agreement would be deleting \$159,535. He suggested that the board sign the contract conditionally to be executed upon receipt of the AIP Grant.

Commissioners Morrison and Hupka moved and seconded to conditionally approve the contract to be executed upon receipt of the AIP Grant. The motion carried.

Shillington then asked for the board's approval of the construction engineering service professional service agreement as was included in the AIP-023 in the amount of \$98,370 for construction services and material testing.

Morrison asked if this would be conditional upon the receipt of grant funds. Shillington stated that the way that this agreement was written the funds would only be expended as the services were required. If the grant was not received and the work was not done, the funds would not be expended.

Commissioners Morrison and Houin moved and seconded to approve the construction engineering service professional service agreement in the amount of \$98,370 for construction services and material testing. The motion carried.

Shillington stated that when he submits an agreement to the board, the FAA reviews the agreement to ensure that the engineering fees are reasonable. He asked for the board to accept the analysis of cost reasonableness that he prepared, and the submittal to the FAA.

Commissioners Morrison and Hupka moved and seconded to accept the analysis of cost reasonableness, and submittal to the FAA as prepared. The motion carried.

Shillington introduced AIP-024 which was a new grant available to the airport. This would be the Airport Rescue Plan Act (ARPA). This would be a \$32,000 grant, which is now active in the grant portal site. He had already worked with the clerk-treasurer's office and received some fuel purchase invoices totaling that amount. It would then seem that a final pay request package could be made. He stated that this would be brought before the board at the September meeting.

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

Subject: August 2021 BOAC Meeting

1. Request by car club to use parking lot for a 1-day cruise in, gave them a preliminary ok until more info available- Fall.
2. Blue Berry Labor Day Sunday scheduled for drive in only pancakes
3. PAPI repaired \$600
4. AIP Grant still waiting
5. ARPA Grant agreement signatures complete
6. Investigating EV Charging Station, might be able to get installed at N/C
7. 2021 yearly budget, 2022 budget requested, CCD fund recap
8. Traffic Counts
9. Annual INDOT Inspection passed.

10. Culver Summer camp set new records for flight time. 600+ hours
11. UST-Weights and Measures inspection complete.
12. Cleaning service – Penny Pletcher asked for \$15 more per week. I have money to move to “Contractual Services” to cover it.
13. Runway & Grounds Inspection Report: Attached.

Sheley stated that on the Sunday during the Blueberry Festival the Optimist Club will be using the airport for drive in pancakes. On the next Tuesday, the Optimist Club would be meeting at the airport to look at the logistics of the drive-in pancakes. There would be no dine in this year.

Houin asked if they would only be using the parking lot for this. Sheley stated that they would be using the road for this due to the number of people. If needed they would wrap the line all the way through the hangers and out again. They would be using the normal crew to direct traffic.

The PAPI had been repaired for \$600 by Michiana Contracting. Two weeks later it was brought to his attention that the PAPI was only staying on for two minutes at a time. He adjusted that to 15 minutes.

Sheley stated that Penny Pletcher asked for an increase in her weekly pay.

Hupka asked how much Penny was getting at the moment. Sheley stated that currently she was making \$105. Now that there is more activity out there the increase would be warranted. Morrison and Hupka agreed with this statement.

Commissioners Houin and Morrison moved and seconded to increase Penny’s rate by \$15 per week effective immediately. The motion carried.

#### **Acceptance of Correspondence**

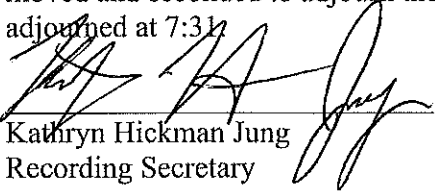
- Runway and Grounds Inspection Report
- June 2021 Financial Reports
- July 2021 Financial Reports

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

#### **Other Business**

Shillington stated that the Red Cross indicated that they often respond to small aircraft accidents. There is a number to call if there was an accident at the airport to which they would contact the authorities, and would help with victim support, and try to handle the media during these situations.

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 7:31p

  
Kathryn Hickman Jung  
Recording Secretary

