

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

September 14, 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, Mersch 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 Hupka was absent.

Commissioners Morrison and Houin moved and seconded to approve the minutes of the regular session meeting of August 10, 2021. The motion carried.

Airport Manager's Report

Subject: September 2021 BOAC Meeting

1. Need to Establish a set fee for replacing a damaged Runway/Taxiway light. Suggest \$250.00/ Also Twin & Jet hangar rent fee. Suggest \$150 twin; \$450 Jet. Starting 2022.
2. Blueberry drive thru review, SUCCESS!
3. Blacktop patched at gate to hangars.
4. AIP Grant all paperwork complete and acknowledged by FAA
5. Cleaning up tree line between us and golf course, will fill in with dirt from taxiway project
6. Generator.
7. Upgrade to Terminal Apron lighting update.
8. Getting Hangar door replacement quote to accommodate modern Jet/Turbine-need 17'-2" clear.
9. ISASP- INDIANA STATE AVIATION SYSTEM PLAN, Reclassification review in 2022. (Currently LOCAL) National, Regional, Local, Basic
10. Fuel Report attached for Board Members
11. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley

Sheley stated that they may have a jet based at the airport within the next six months. He thought that it would be important to discuss hangar rent fees for this as they take up more room. The proposed rates in his report are about $\frac{1}{2}$ to $\frac{1}{4}$ the rates that they are used to paying.

Morrison asked why Sheley was discounting the rent rate from what jets were used to paying. Sheley stated that this was due to the size and age of the hangars that they have.

Mersch asked if they would have enough room for that as he thought that they were pretty much full. Sheley stated that they would find room if a jet were to need hangar space. Mersch asked if they would be able to fit in the current hangars. Sheley stated that they would fit as long as he changes the door which he is looking into.

Sheley stated that they had patched the blacktop by the new gate going back to the hangars before the blueberry pancake drive through. The agreed cost for this was \$500.00, but they have not gotten a bill for it yet.

Sheley stated that all of the paperwork for the AIP Grant had been completed and he had received notice from the FAA that they had received it.

Phend and Brown was out today to drive over the area for the grade and drain project. The gentleman that came out to look at it alluded that they may not be able to start on the project until next year. This was something that Sheley stated he would like to talk to Shillington about and try to get them to start sooner rather than later.

Morrison asked if there was any sort of timeframe that Phend and Brown would need to follow in order to comply with the FAA's rules. Sheley stated that he was not sure, but in the contract, it states that once they start, they have 56 days to finish the project. He added that the gentleman that came out stated that if they were to start on the project and it started to snow, they would stop working on the project until the next year. Sheley voiced his concerns about the contractor leaving the job for another job due to not having a high enough penalty in the contract.

Sheley stated that they had been working on cleaning up the fence line between the airport and the golf course. Once they start moving dirt, they will be moving the dirt to fill in and build a small mound. He stated that he had spoken to the hotel and they were okay with this.

Sheley stated that a couple weeks ago the airport lost power for a few hours. This would be the second time in two months. NIPSCO came out and told him that there were a few trees by the golf course that may have held up the lines. NIPSCO was going to come out soon to trim the trees. He had sent Randy Longanecker a message that the power was out, and he had showed up while the NIPSCO person was there. NIPSCO stated that they were working on putting in a large generator somewhere. If they could get the natural gas generator donated to the airport, Michiana Contractors would install it for free. Sheley stated that he was hoping that something would come of that.

As for the terminal apron lighting Sheley stated that he had added LED at the fuel farm, and wanted to put in more lights on the apron. A few weeks prior, he had noticed that Auto Park were tearing out light poles. He asked if he could get them and had received three of the poles. He intended put LED on them and install them in front of terminal building. His intentions for next year would be to put a light out by the mailbox, one by the corner of the ramp by the beacon, and a few on the north side to light up the ramps more.

Sheley stated that he was working on getting quotes for the hangar door. The requirement would be a 17-foot 2-inch door for the possibility of the jets that he may get which would be about 3 feet higher than the old door. He had been having a hard time getting anyone to call him back about this.

Sheley asked the commission to reschedule or cancel the October meeting due to the Aviation Indiana Conference on the 12-14th of October, as he would be speaking during the main event.

After a discussion on preferences of dates of the next meeting. The commission decided to move the next meeting to Tuesday, October 19, 2021 at 6:30 or immediately following the Redevelopment Commission Meeting.

Engineer's Report

Airport Engineer Shillington updated the commission on the AIP Grant of the Phase I project. He stated that the AIP Grant portal for the Phase I project costs was now active. He in turn had that pay request to present to the commission later on in his presentation.

Shillington stated that the funds for the CRRSAA Grant had been paid on 8/16/21. With the execution of the grant the contract with Phend & Brown becomes active along with the supplemental agreement to reduce the amount of the contract.

Shillington added that Phend & Brown was working to organize an earthwork crew for the project and was expecting to start no sooner than October 15th. After talking to Andy Brown, they agreed that in the case of bad weather, they will be winterizing the project and would start again in the spring. Sheley stated that he had talked to Greg, Andy's brother, and he indicated that they may not even start until the spring of next year. Sheley again brought up his concerns as to what happened in Starke County where they did not complete the project. Shillington stated that in this case he did not see this being an issue, and them starting the work on the project in the spring, would not be the worst thing, and would not affect the ultimate schedule for the project since they would not be paving this year.

Shillington presented AIP-023 pay request #1 for \$112,883.86. He asked for the board to approve this pay request.

Mersch asked if they were expected to pay back Kendallville. Sheley stated that this was a gift from Kendallville and would not be expected to be paid back.

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

Shillington presented AIP-024 the ARPA grant for \$32,000.00. He presented three documents: Closeout report, Federal Financial Report, and the Final pay Request #1. He recommended the board to approve these documents.

Commissioners Mersch and Morrison moved and seconded to approve the three documents as presented. The motion carried.

Shillington stated that the FAA AIP-025 Grant Pre-Application was due December 1, 2021. He would be bringing this before the board in November for approval. Starting in November the board will have a change to address a new CIP for the board if there are any changes that they want to be made. Sheley had previously indicated that he would like to widen the parallel taxiway along the hangars. As of right now the board has some land acquisition in place of that. This could be changed if the board would choose to do so. This will be discussed in November to December and would need to be adopted by January.

Shillington stated that at some point here soon it would be beneficial for the airport to investigate the obstructions and see if anything could be done to get rid of these.

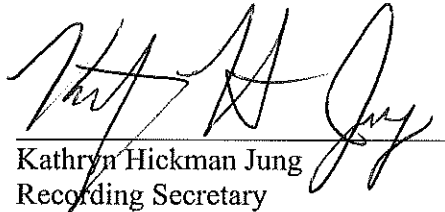
Acceptance of Correspondence

- Runway and Grounds Inspection Report
- August 2021 Financial Reports

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

Other Business

There being no other business to come before the board, Board Members Morrison and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:43.



Kathryn Hickman Jung
Recording Secretary