

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

October 19, 2021

City of Plymouth Board of Aviation Commissioners met in regular session October 19, 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 September 14, 2021. The motion carried.

Airport Manager's Report

Subject: October 2021 BOAC Meeting

1. Need to Establish a set fee for replacing a damaged Runway/Taxiway light. Suggest \$250.00/ Also Twin & Jet hanger rent fee. Suggest \$150 twin; \$450 Jet. Starting 2022
2. I was a guest speaker at AI Conference, education programs, went well.
3. Getting Hangar door replacement quote to accommodate modern Jet/ Turbine – need 17' 2" clear. Still no response from contractors.
4. Fuel Report attached for Board Members.
5. Runway & Grounds Inspection Report: Attached.

Regards,

Bill Sheley

Sheley asked for the board's approval for the proposed rates and would like to look for a fee for damaged Runway/Taxiway light.

Commissioners Morrison and Houin moved and seconded to adopt the fess as suggested by Airport Manager Sheley. The motion carried.

Sheley stated that they were still working on getting hangar door replacement quote. Randy Longanecker called DC Garage Doors who said that they would work on it. He had not heard back yet.

Sheley stated that he had spoken to a few people about getting a manlift for use outside. He stated that he was talking to a company about it. Since they had a few lights out he would be talking with the street department to try to work something out to have them bring out a bucket truck to help with some of that work.

Sheley added that he had called Phend and Brown. They stated that they would be parking equipment by the end of the month. They hope to begin work before winter, but to at least get the drainage work to help with the work in the spring.

Houin asked if the staking out by the taxiway was for the contractor. Sheley stated that it was. Houin asked if this would cause any problems for the spring. Sheley stated that it would not.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- September 2021 Financial Reports

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

Other Business

City Attorney Surrisi provided a new lease agreement for a space at the end of the C hangar building. The changes to lease that were made were that the aircraft portion was removed. He asked for the board's approval.

Morrison asked if this would become an FAA issue. Sheley stated that this area could not fit an airplane in which in case this would house a car. He asked Shillington and Curtis Brown if this was correct. Brown stated that this was correct if they were charging fair market value for that space. Sheley stated that they were charging half of the regular hanger rent since it was half of a hanger.

Commissioners Morrison and Houin moved and seconded to accept the new lease agreement as presented. The motion carried.

Engineer's Report

Airport Engineer Shillington introduced Curtis Brown to the commission. Brown would be a second contact with Woolpert in the case the Shillington was unreachable.

Shillington presented Woolpert Invoice #8 for \$25,214.43. He asked for the board's approval.

Commissioners Hupka and Houin moved and seconded to approve the payment of Woolpert Invoice #8 as presented. The motion carried.

Shillington stated that he had sent the preconstruction information to Phend and Brown. Doug Brown had asked for a preconstruction meeting to which Shillington suggested waiting until preconstruction start was known.

Shillington provided the commission three Federal Financial Reports for the Coronavirus Fund, AIP 23, and AIP 24. This would be a retroactive approval as Bockman had already signed a few weeks prior.

Commissioners Houin and Morrison moved and seconded to retroactively approve the three Federal Financial Reports.

Shillington stated that the CIP Plan would need to be submitted to INDOT and the FAA for approval in January. They would need to have the Pre-Application in for phase 2 and 3 of the taxiway project in December. Other than that, there would be some other changes in the CIP Plan that could be made which were up to the board to decide. He stated that Sheley had mentioned

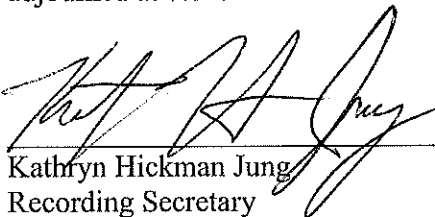
widening the taxiway for the larger aircraft and give a higher amount of clearance. The plan currently shows purchase of the Sears building and converting that to airport grounds. This plan after 2022 would be open for manipulation.

Sheley added that in his opinion the taxiway work is an immediate need while the purchase of the Neidig Building would be good for the growth of the airport. Yet, this would create another expense as they would have another building to maintain. The taxiway would help create those funds to allow for the eventual growth of the aviation program.

Shillington asked for authorization for Brown, Sheley, and himself to create a presentation for the CIP Meeting over these findings.

The Commission gave approval for Shillington, Brown, and Sheley to create a presentation for the CIP Meeting.

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 7:04.



Kathryn Hickman Jung
Recording Secretary

