

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

November 15, 2022

City of Plymouth Board of Aviation Commissioners met in regular session November 15, 2022 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 who were physically present. Commissioner Morrison was absent. Also present was Airport Manager Bill Sheley and Airport Engineer Shillington. The public could not see and hear the meeting through Microsoft Teams.

Commissioners Hupka and Houin moved and seconded to approve the minutes of the regular session meeting of October 11, 2022. The motion carried.

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

Subject: November 2022 BOAC Meeting

1. Septic lift station issue 11/1, water in hangar. \$2054.63
2. Runway 10 REIL's are INOP, parts obsolete, Columbus, IN airport gave us old REIL's, need vote to accept-(and light poles from Autopark). They have been installed and are working. Expecting 2 days + labor bill from Michiana Contracting.
3. PAPI's were INOP for couple days before we discovered the wrong breaker was tripped when septic lift pump was being worked on.
4. AWOS went down over 11/5 weekend. Worked with service tech on Sunday afternoon over telephone, diagnosed failed UPS mounted in AWOS equipment. Will be replaced during tri-annual inspection in December otherwise \$1500 call out fee. In mean time have equipment bypassed with a computer cord to a wall outlet through a surge protector. New part \$1,246.00
5. 11/9 Alpha Flight hosted Plymouth CTE Director for meeting with 30+ Guidance Counselors and Principals in hangar, showed off our Aviation Program. Expecting 50-60 Students 23-24 school year.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that he had received a couple calls in the evening on November 1, 2022. He states one was from Alphaflight and the other was from Joe Deisch stating that the lift station alarm was going off. He states that he had Deisch shut the breaker off knowing that it was after hours and that nobody should be at the airport for the rest of the evening. He explains that someone used the toilet that always flushes right and doesn't run, flushed right and ran all night at Alphaflight. He states he had three inches of water in the hangar when he arrived in the morning because at the lift station, the piping from the pump to the city sewer had shaken loose. He states that the pump was pumping but it wasn't pumping anywhere.

Hupka asks if they had an issue with that before.

Sheley responds by stating that when the airport was hooked up to the city sewer, a new line was not put in from the building out to the lift station. He states that before they paved the parking lot, they were having issues with it clogging up. He explains that before the parking lot was paved, he had a new line put in from the building to the lift station so they were not tearing up the parking lot later.

Houin adds for clarification that this was out on the other side.

Sheley states that this was clear out at the hole.

Mersch asks what the lift station does.

Sheley responds by stating that the lift station is a hole that is about 8 foot deep and big enough for a man to get in. He states that the pipe from all of their septic in the airport comes into that about 6 foot off of the bottom of it. He states that there is a pump in the bottom where everything goes. He describes that the grinder pump lifts it to the city pipe.

Mersch adds that he thought when they were hooked up to the city that they did not need that.

Houin states that because of elevation they have to get it up to the city pipe.

Sheley states that Wednesday he cancelled class because he knew he was going to be cleaning up water in that hangar. He states that there is a floor drain in that M-Hangar that he did not know where it goes. He adds that it goes to the sewer. He explains that it was clear water in the hangar and not dirty water because that toilet ran and flushed everything out but as it backed up, it backed up clear water that came up into the hangar. He explains that he was out there using a squeegee and fans all day. He states that the contractor that installed the lift station came out and repaired it. He states that he told him that the lift station comes as one whole assembly preassembled. He states that it all comes as one piece and you lower the pump down into it. He states that when he repaired it, he changed the way it was piped and glued it so there shouldn't be a problem again. He states that it was a \$2000+ bill that was not budgeted for or planned for but when you have a septic problem, what it costs is what it costs. He states that he was genuinely surprised that was all it cost as they worked on it all day.

Sheley states as for the REIL's for Runway 10 that were inoperable, he had received a response via email from Columbus, IN airport stated that they had 6 of them. He explains that he was told that the person advertised them on the gov.org website and nobody bid on it so he was physically going to throw them in the dumpster. He stated that Sheley could take them all so he took them because they did end up going through three of them to get two that worked properly. He states there are still three more as spares and Michiana Contracting told him last night that it was a 15 year or newer system then the ones that they have and parts for them are still available. He states that he has three complete spares right now that will not cost them anything.

Houin asks what it would take to test the other three to make sure they are functional.

Sheley responds by stating he does not know but he told them that they were good when they took them out.

Houin asks about the two that didn't work.

Sheley responds by stating that it was a wiring issue that they traced for quite a while that they figured out. He states that he does not know what the final resolution was but he has got spare bulbs and everything. He adds that those bulbs are expensive. He states that he will get the spares put into the electric shack so they are there when they need them.



Sheley states come Tuesday they found out that the PAPI's were inoperable. He states that he found out when the guys were working on the septic that they tripped the wrong breaker and they were just turned off.

Sheley states that the AWOS also went down the same weekend. He states that he was in on Sunday and saw that it wasn't working and there was no power to it. He states that they had that before when they fried the turkey buzzard. He states that they have several poles with breakers on them so he went around, checked them all and found out it wasn't them. He states that he put a call into the service tech and worked with him on it. He states that the Uninterruptible Power Supply (UPS) inside the cabinet of the AWOS went bad. He states that it was one that was mounted right inside the equipment. He explains that the service tech asked if he had a spare computer cable anywhere and he found one that was part of an old printer and he plugged it into a wall outlet with an extension cord and everything powered back on. The service tech said that it was a bad UPS and that he would get Sheley a quote for one and the quote came in at \$1,246.00. The service tech stated that if they wait until their Tri-Annual Inspection in December that there would be no charge to install it but if they want it done right away then it is \$1,500.00. Sheley went on to tell him that he would see him in December and then went out and grabbed a battery backup power supply with a surge protector in it.

He states that when he got back from Columbus to pick up the new REIL's there was a 170-foot crane boom up behind Auto Park right in line with the runway. He states that he figured it was because they were working on those buildings back there so he drove over to talk to them about it. He states that the names on the trucks and crane said NIPSCO and there were several NIPSCO employees standing there talking. He states that they were putting up a new steel pole on that power line that goes through there. He states that when he walked up, they all stopped talking and looked at him and he stated, "You know, you would think NIPSCO would be smart enough to not put a crane boom up right in line, 500 yards from the approach of a runway." He explains that all their eyes got really big and one of the guys said they forgot about the airport. He states that the crane operator came over and apologized and said they would take it down right now if they need him to. Sheley reminded them of the proper procedure for doing this and the proper procedure helps him notify pilots so they are aware that is there. He asked how much longer they were going to be and he stated an hour and a half maybe so Sheley went in and entered a NOTAM. He handed him his business card and said in the future that they need to do this right as the permit does not cost anything as it is a notification through the state. He adds that the guy in the bucket truck reminds the guy that they had another pole that they would also be working on in the area and the guy stated, "Oh yeah, we are going to be doing that one as well." Sheley asked when and he stated sometime between now and the end of the year.

Sheley states that today he spoke to someone from NIPSCO who came in to inform Sheley that they would be replacing the poles on Hoham with poles that will be 10 feet taller than the ones that are there. He states that officially that is supposed to be a notification to the FAA but he describes that there are trees there that are taller than those poles. He asked Sheley what they had to do for those and Sheley instructed to him that it was a 45-day notification. He describes that the man from NIPSCO winced about it as they were working on the poles as they spoke. He states that if they would at least try to go about it properly in the future that he will take care of it. He told them to not worry about the poles that were 10 feet taller, unless they were using a crane, which they are not. He states that he was thankful and as he was going out the door when Sheley proposed that if he really wanted to thank him that he would bring the bucket truck over and they would replace the obstruction lights on the top of that pole to the south. He states that it



usually takes him about \$100 to get them done and they agreed. He states that they would be over Friday morning to replace the lights for them. He states that he was going to check which ones needed replaced on the way to this meeting tonight and as he looked at them one of them went out.

Bockman asks if there are any concerns with those poles being taller than they are on Hoham Drive.

Sheley responds by stating that there is no concern as they are so far away.

Sheley states that Alphaflight hosted the Plymouth CTE Director alongside 30+ Guidance Counselors and Principals. He states that they have quarterly meetings and they try to get them to their airport once a year to see the program. He states that he had some students speak and that went very well.

Sheley states that the person they have who traps coyotes caught a cat in their coyote trap. He states that he put on some gloves and went out to release the cat from the trap and got bit right through the glove. He describes that the bite is swollen, extremely sore, and seeping a little bit. He states that because they do not have urgent care around here anymore, he spoke with Human Resources, who filled out a report and instructed Sheley to go see someone. She instructed him to go to the emergency room in either Plymouth, Bremen, or Urgent Care in Walkerton. He states that last night it swelled up quite a bit and got very sore so around 9:30 he went to the emergency room in Bremen. He explains that they gave him a Tetanus shot and some very strong antibiotics. He states that if it was really swollen tonight that he would need to go see someone else, most likely a hand surgeon because it will have to be opened up. He states that this afternoon when it was in throbbing pain, he sent a text message to the person who did his carpal tunnel and received a call back instantly. He states that feral cat bites are extremely dangerous and he was instructed if it was still swollen in the morning to go see him in the morning. He states that he was told to splint it and to pick it open. He states that if he used his fingernail that it didn't matter as it was already infected and to make sure that it was opened up. He adds that it should be elevated all the time. He states that he couldn't shoot a cat but he is unsure of the outcome of the cat because no sooner than arriving back at the office he received a call saying that a coyote got caught in the same trap. He states that he had the cat by the scruff of the neck and it didn't tame it as much as it would with house cats. He explains that when he went to let it go that it spun around and tore through his glove.

### **Airport Engineer's Report**

Shillington states item number one on the report is the locally funded design of the taxiway work. He states that in August he provided Woolpert Invoice #9 in the amount of \$17,818.33. He informs the Board that they received the AIP-025 Grant via email dated August 5, 2022 and approved documents reimbursing the City \$72,493.00 upon submission of final grant documents. He adds that the paperwork was taken care of last month. He states that since that was the one and final document that they are going through the process of the FAA to approve the final document so there will be more documents to finalize that further here in the future. He states that after that they should receive INDOT's share of the reimbursement in the amount of \$4,027.40.



Shillington states that for item number two on the report is AIP-023. He states that as Sheley had alluded to that it came to his attention recently that all of Phend & Brown's invoices except for their first invoice remain outstanding. He explains that he went back through the FAA paperwork and submitted an email that is attached. He states that he set a final inspection date on November 29<sup>th</sup> at 11:30 a.m. at the airport. He states that the Contractor and himself have agreed to the final quantities as reflected in the spreadsheet marked as attachment #3.

Shillington states that as far as the previous claim from Phend & Brown for completing an additional 2,307 CY or \$29,991 of topsoil excavation along the taxiway limits, but Phend & Brown and himself settled on 1,030 CY or \$13,390 or slightly less than half. He states with that amount he has prepared Change Order #1. He states that the deductions balance with the additions and it adds up to \$10,968.11 of additional work performed as aligned in the various documents that he has attached to this pay request. He explains that this adds up to 1.29% of the contract. He states by performing that additional work they are going to be asking for an amendment to AIP Grant 023 in the amount of \$10,903.93 as reflected in the attached Contract and Change Order Summary sheet labeled Attachment #4. He also recommends the Board approval of Change Order #1 adding \$10,968.11 to the construction contract as presented.

Commissioners Hupka and Houin moved and seconded to approve Change Order #1 adding \$10,968.11 to the construction contract as presented. The motion carried.

Shillington states that they applied for AIP Grant 026 to fund a hangar door rehabilitation project. He states that Victor Iniguez with the FAA is waiting until 2023 fiscal year to submit that grant application. He asked Iniguez if there is any word on when the FAA will release this particular grant for them to execute and Iniguez responded by stating the release is anticipated for late November/ early December time frame and to please check back in a few weeks. He states that from his perspective they should receive this back next week or the first week of December. He states that Iniguez does not make these decisions as they come out of Washington D.C.

Sheley adds that he believes it is his third time he has informed the Board that this would be coming in the next few weeks.

Shillington states that he recommends that they actually get that before he presents them the contract with R. Yoder Construction. He states however, that he does not see any reason to sit on their contract since he will not be doing any work until they perform it. He states that it would be nice for his personal position at Woolpert if he had that in hand before the end of the year so he did submit a construction service agreement. He recommends the Board approve the prepared construction engineering Addendum #1 to the previous engineering Professional Service Agreement including the Construction Engineering cost of \$26,915.00 project cost once the construction contract and the grant are accepted by the Board. He states that he emailed that particular Addendum to the previously approved April 12<sup>th</sup> contract and the City Attorney stated that it looked fine on his end. He also asks for a verbal notice to proceed and he will not act on this contract until they actually receive the grant.

Commissioners Houin and Hupka moved and seconded to cover the \$26,915.00 as specified. The motion carried.

Sheley asks if part of that \$26,915.00 will be reimbursed to them in the grant.



Shillington responds by stating that 95% of it is in the grant and the city is responsible for 5%. He states that he will email that to the city once his boss signs it. He clarifies that the total project is \$160,000.00 so the city's 5% would be \$8,000.00. He explains that this also includes the \$10,000.00 from before the bid.

Shillington explains that based on encouragement from Senator Todd Young and Michael Buening with INDOT, they were unsuccessful in getting FAA discretionary funds for the parallel taxiway work. He states that the project was submitted for competing in a year-end supplemental grant and they went ahead and entered into a contract in the amount of \$16,480.00 in order to pursue that supplemental grant. He states that they went ahead and opened the bids, submitted the paperwork, and fiscal year-end 2022 came around September 30<sup>th</sup> without receiving a grant. He states that he had assumed that meant there was no 2022 grant being funded but when Sheley and him attending a virtual CIP meeting on October 25<sup>th</sup> in which they said the FAA had not spent all the year-end 2022 money. He states that they still have yet to make their final decision so there is still slight hope but he is uncertain what they are waiting for and the staff does not know when that final decision will be made. He requests the board approve the \$16,480.00 associated with pursuing the supplemental grant for the parallel taxiway.

Hupka asks what the \$10,790.00 "Bidding" item is.

Shillington responds by stating that was holding the pre-bid meeting, preparing the minutes, soliciting the contractors, preparing the grant application, opening the bids, tabulating the bids, discussing the results with the FAA, etc.

Houin asks why it was almost \$11,000.00 to open the bids and talk about them.

Shillington responds by stating that it all accumulates and that he is not the cheapest person in the world. He states that it is a little higher than usual as supplemental grants have more documentation and more written reports to be sent to the FAA to justify. He adds that the ultimate test to whether these services are justified or not is in the FAA's issuance of a grant. He states that if they decline to put this into a grant that you would have a cause for alarm but they issued this into the grant so they would state in their justification that they are willing to pay for it. He states that you have the backup of the FAA reviewing these costs alongside themselves. He adds that the FAA would tell them if they felt differently.

Commissioners Hupka and Houin moved and seconded to approve this invoice dated October 26, 2022 in the amount of \$16,480.00 for Professional Services. The motion carried.

Houin states that since they are going to be reimbursed by most of that from the grant if that means that they have to come up with that much money from their funds in the meantime.

Shillington responds by stating that would be nice.

Shillington states that the next item is the new CIP. He states that good housekeeping would be the approval of a pre-application for the Parallel Taxiway work as it is due December 1, 2022.

Mersch asks for more clarification.

Shillington responds by stating he would ask them to approve for him to submit a pre-application for 2023 discretionary funds for their parallel taxiway project.

Mersch asks if they do not get the 2022 discretionary funds.

Shillington responds by stating that he would do it either way. He states that if you get 2022 then it will remain a pre-application but if you do not get the 2022 then it will eventually turn into an actual application.

Commissioners Hupka and Houin moved and seconded to approve the pre-application for the Parallel Taxiway work. The motion carried.

Shillington states that with the passage of the Bipartisan Infrastructure Law providing additional federal funding sources to the airport, it may be a prudent step by the Board to proceed with a new consultant selection process according to FAA Advisory Circular 150/5100-14E; Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects. It states that it has been quite a while since the board went through a consultant selection process. He states that his boss, Curtis Brown, is of the opinion that perhaps this is a good time to go through the process and get up to date on our selection so if anyone from the FAA who they don't work with day to day asks about this when they start spending infrastructure funds that they will have to process down.

Bockman states that he has no idea what Shillington is talking about. Hupka agrees.

Shillington agrees and states that is why he directed this email to the City Attorney. He states that there is nothing for the Board to do but he just wanted to bring up the fact that there is a selection process that is outlined by the FAA.

Sheley states that there are other consultant firms like Woolpert and they should occasionally advertise that they are looking for one so they are not always using the same one all the time. He states that this would show the FAA that even if they do continue to use the same one all the time that they can show they solicited to see if there was a reason to use another.

Shillington states that it is nothing nefarious but the city has used the same engineering consultant firm since 2005.

Bockman agrees and states that it makes sense.

Shillington states that he would hate for someone who is distributing funds to bring up the question when was the last time they went through this process and then they start asking questions. He states that nothing may come of it and the City Attorney may decide that there is nothing they need to do. He states that it is his duty at least to bring it up.

#### **Other Business**

Sheley informed the Commission that they had to vote to accept the REIL's given to the airport from the Columbus, IN airport and the light poles from Auto Park. He states that it is similar to when someone donates money to the city, the City Council votes to accept it. He states that this was a request from the Clerk-Treasurer to make a motion to accept those items.

Houin asks if they already voted on the REIL's.



Sheley responds by stating that was an email from him stating that he was going to spend \$160 for mileage to go get them.

Hupka states that it isn't a gratuity thing. He states that it was something that they got for nothing. He explains that it is not like someone is doing them a favor.

Sheley explains that he spent an extra \$13,000 for fuel that he did not appropriate.

Hupka states that was because the price went up.

Sheley states that early on in his career here he ordered more fuel than he could fit in the tank. He thought he had the room when they got there and it wouldn't all fit. He states that they did not give him grief about it and they took 300 gallons back and still AV Fuel has been phenomenal to work with. He explains that they have been very helpful and they called him a month ago asking if he could take a partial load going to one airport and if he would be willing to take the other load. He states that he had a lot of room in his tank so he agreed and got a purchase order for \$2,600 for 2-3 thousand gallons. He states that they came, they dropped it, and as they were pulling out of the terminal they called and stated that the other airport had just called them and made a mistake that they could not take as much as they thought they could and if he would be willing to help them out. He states that since he has made that mistake before he knew the situation that they were in. He told them that he had the room and that he would love to help them out. He states that the only issue he had was that he did not know how he was going to pay for it as he was not supposed to spend \$13,000 without approval. He said that it wasn't that he couldn't pay for it but it was that he was out of money and money would need to be appropriated and it is a process that does not happen overnight and that it would take more than twenty days. He explains that they said there was no issue as they knew he was good for it, and if they would help him out, that they would allow him to take what it takes to get it done. He states that when he went in to talk to the Clerk-Treasurer stating that he took an additional \$13,000 in fuel, where he would have received grief in the past, she was very accommodating to work with him on how to get it done. He states that he did save an extra \$1,000 on the fuel that they did give him and he did get 30 days or more, whatever it took to pay for it. He states that last night at the City Council meeting, the appropriation was approved for the \$10,000.00 that was needed and Councilman Houin even asked if he needed more. He states that he told them that was more than enough to get him through the end of the year because at this point he has 4,000 gallons in the tank and historically they only do 1000 gallons between the end of the year and here. He states that if the Clerk-Treasurer asks him to do something, that she was very gracious on this issue, and that he will do what he can to stay in her good graces as she has been very good to work with.

Commissioners Houin and Hupka moved and seconded to accept the donations of three light poles from Auto Park and 6 REIL's from Columbus, IN airport. The motion carried.

#### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- October 2022 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, Commissioners Hupka and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:37 P.M.

Kyle L. Williams  
Kyle Williams  
Recording Secretary



## ***Sheley awarded with Indiana Aviation Special Recognition***

PHOTO PROVIDED

Last week, the Annual Indiana Aviation Conference was held in Indianapolis. The Indiana Aviation Special Recognition Award was presented to Bill Sheley. Sheley is the Airport Manager at the Plymouth Municipal Airport. He has been the Airport Manager since 2017. He was instrumental in starting a CTE program at C65 focusing on providing dual credit to 40 students each year. Under his leadership, the airport has flourished and was awarded the Aviation Indiana Airport of the Year in 2019. He is seen above with his wife, Lois.