CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

September 8, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on September 8, 2026, at 6:33 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 Glenn Daven and Ken Houin, who were physically present. Commissioner Kevin Morrison arrived later at 6:46 p.m. Commissioner Anthony Witt was absent. Also physically present were Airport Engineer Lynn Do, Airport Manager Bill Sheley, City Attorney Jeff Houin, and Mayor Robert Listenberger. The public could see and hear the meeting through Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

Commissioners Daven and Houin moved and seconded to approve the minutes of the regular session meeting of August 11, 2026. The motion carried.

Airport Engineer's Report

Airport Engineer Lynn Do provided an update on AIP Grant Key Dates:

FFY2027		
September 30	**DRAFT Capital Improvement Plan Update to INDOT**	**In-Progress**
October xx	INDOT CIP Workshop	Pending
December 01	Capital Improvement Plan Update Due	Pending
December 01	**Grant Pre-Applications Due**	**Pending**
February 01	NPE Letter of Intent Due	Pending
February 28	Advertise Construction Projects (NPE)	Pending
March 26	Open Bids (NPE)	Pending
April 15	**NPE Final Application, based on bids, due**	**Pending**
May 13	Open Bids Construction Projects	Pending
June 15	**IIJA Grant Applications Due**	**Pending**
July 01	**Discretionary Final Application, based on bids, due**	**Pending**

Do provided an update on the INDOT Statewide Pavement Maintenance Program:

State Grant (INDOT):

Woolpert on behalf of Plymouth submitted a pre-grant application to INDOT for the Statewide Pavement Maintenance Program and received approval to submit a full grant application for crack repair and sealing equipment up to $65,000.

Woolpert is working with Airport Manager to solicit bids for procurement of sealing / seal coat materials and equipment.

Draft Scope and Fee prepared and submitted to Airport Manager.

BOARD ACTION:

- Request Board approval to authorize execution of Woolpert's professional services agreement in the amount of **$11,475** for bidding and procurement services associated with the project. (Attachment A)

Daven asked if the $11,475 would be part of the grant.

Do replied in agreement and said the grant would be 75% from the State and 25% local.

Do provided the following update on the night approach issue:

Woolpert meeting with Airport Manager to input required data into FAA AGIS database so approach NOTAM can be corrected.

ADIP – elevation at displaced threshold, not point adjacent to ground elevation. Grading occurring and ADIP being updated.

Woolpert is working through the required updates into ADIP.

There were no updates regarding AIP-027.

There were no updates regarding AIP-028.

There were no updates regarding the Alpha Flight C65 Campus Master Planning and Design.

There were no updates regarding the 2026 Task Orders:

2026 Task Orders:

There are two task orders for 2026.

- AIP-029-2026 AIP (NPE) – *Rehabilitation of Taxiway A from A1 to Terminal Apron*
- AIP-030-2026 AIP (SA) – *Improve Airport Drainage Study and Wildlife Hazard Site Visit and Report grant*

AIP-029-2026 AIP (NPE) – *Rehabilitation of Taxiway A from A1 to Terminal Apron*

The project has commenced. Geotechnical investigations are underway, with the geotechnical report anticipated this month. Field survey activities are anticipated to also begin approximately this week.

BOARD ACTION:

- None

AIP-030-2026 AIP (SA) – *Improve Airport Drainage Study and Wildlife Hazard Site Visit and Report*

Engineer spoke with the Airport Manager to discuss concerns related to the upcoming studies.

Woolpert is coordinating with the project team to initiate the Airport Drainage Study. The Wildlife Hazard Site Visit is anticipated this month, with October being considered to better capture migratory bird and deer activity.

BOARD ACTION:

- None

Do provided an update regarding the Airport Master Services Agreement:

Airport Master Services Agreement:

To better comply with FAA guidelines and consultant selection expectations, (FAA AC 150/5100-14E) Woolpert has prepared a single Master Services Agreement (MSA) for legal review. Under this MSA, Woolpert will then prepare and submit Task Orders (scope and fee) for the project(s) identified on the 2026 Airport CIP. Projects not included in the CIP will need to be addressed on a case-by-case basis.

This MSA is valid for up to 5-years. It may be terminated at any time. After the 5-year period the BOAC will need to go through a formal or informal reselection process for the next 5-years' worth of projects. More discussion and Q&A at board meeting.

BOARD ACTION:

- Request Board approval to execute the Airport Master Services Agreement with Woolpert for a term of up to five years, effective October 1, 2026. (Attachment B)

Commissioners Daven and Houin moved and seconded to approve the MSA as presented. The motion carried.

Do provided the following update on the Airport Capital Improvement Plan (CIP):

Capital Improvement Program (CIP)

Draft C65 Capital Improvement Program FY2027-2032.

BOARD ACTION:

- Approval of the Draft Capital Improvement Program FY2027-2032 and authorization to submit to INDOT/FAA for use in CIP Coordination meeting. (Attachment C)

Commissioners Houin and Daven moved and seconded to approve the CIP as presented. The motion carried.

Airport Manager's Report

Subject: September 2026 BOAC Meeting

1. *August was a big month for fuel sales; see report attached.*
2. *Waiting on the hydraulic cylinder rebuild on the lift to hang apron lighting.*
3. *4-H Blueberry breakfast.*
4. *October meeting: I will be in southern Indiana for an AI conference.*
5. *Runway & Ground Inspection Report: Attached*

Regards, Bill Sheley

Other Business

Sheley listed:

- Jon Langfeldt assisted with the new tractor to program the auto steer.
- There was an amendment approved by the City Council to help with the Aviation Rotary Fund issue. Language has been corrected to match the State Statute. Clerk-Treasurer has updated the spreadsheet she inherited with the incorrect calculation. The calculation was that if, at the end of a fiscal year, the accumulated Aviation Rotary Fund plus the value of inventory of fuels on hand exceeds the total previous year's

expenditures from the fund by 25%, the excess shall be turned over to the Plymouth Aviation Fund.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- August 2026 Financial Reports

Commissioners Houin and Daven moved and seconded to accept the correspondence as presented. The motion passed by roll call vote with all in favor.

There being no other business to come before the board, Commissioners Houin and Daven moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 6:56 p.m.

/s/ Kyle Williams
Recording Secretary