

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session May 12, 2020 at 6:33 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

Vice President Steve Hupka called the meeting to order for Commissioners:

**Present:** Ken Houin, Steve Hupka, Joe Mersch.

**Absent:** Phil Bockman, Kevin Morrison.

Airport Manager Bill Sheley, Deputy Clerk Treasurer Abby Collins, and City Attorney Sean Surrisi were also present. Airport Engineer Mark Shillington attended virtually.

## Approve Minutes of Regular Session March 10, 2020

Commissioner's Hupka and Mersch moved and seconded to approve minutes of regular session March 10, 2020. The motion carried.

## Airport Engineer's Report

Airport Engineer Mark Shilington discussed a 20-year airport forecast. The projection shows an increased use of the Plymouth Municipal Airport due to AlphaFlight, Michiana, and itinerant users. Maria Muia had a conference call with Gary Wilson from the FAA about the runway extension issue. It is not projected for beyond 5-years or more. Maria fell short of committing to plan projects due to a lot more activity and larger aircraft use than the FAA is comfortable with. Woolpert can no longer wait on the FAA if we want 2021 construction grant, so we will move forward assuming that the FAA will approve the ALP and taxiway project with little to no changes. Woolpert will be working on paperwork submittals to the FAA that will get us ready for 2021 parallel taxiway.

For reference, the forecast (which is based on current FAA terminal area forecast information; current economic indicators of the Plymouth / Marshall County area; current aviation growth projections from industry groups; and projected airport increase in use by Michiana, AlphaFlight, and itinerant users), was submitted to the FAA – Chicago Airports District Office (ADO) on **April 5, 2019**.

In order to achieve the goal of having the BOAC in a position to accept an AIP grant to construct the parallel TWY in September of 2021, Woolpert has decided to proceed with preparing the future portion of the Airport Layout Plan including a RWY extension, a RWY widening, and additional land acquisition / hangars under the assumption that the forecast will be approved as-is or approved with minor edits that will allow the B-II airport classification to be used for justification for this future infrastructure.

Regarding the Taxiway project, Shillington completed the Categorical Exclusion. The work we want to do in putting in taxiway, connectors, and lighting for taxiway has already been considered by the Council of Environmental Quality and was established by the White House in response to NEPA in the '70's. This is mostly excluded from environmental review. Airport Manager Sheley downloaded it from website, obtained President Bockman's signature, and it was submitted to the FAA (Bobb Beaucham – FAA Environmental Specialist) on May 4, 2020. Shillington recommended the board approve the submission of the CAT Ex document.

Commissioners Mersch and Houin moved and seconded to approve the CAT EX document for the parallel taxiway project that was submitted to the FAA. The motion carried.

The following is a summary of the project payment contracted to date:

Agreement between owner and engineering dated January 14, 2020	\$43,274.00
Woolpert Invoice #1 dated March 10, 2020	\$25,628.17
Woolpert Invoice #2 dated May 12, 2020	\$15,755.10
Amount to be earned	\$ 1,863.73

Woolpert Invoice #2 is for \$15,755.10 which leaves \$1,863.73 to be earned for this contract. Shillington noted that this would be paid with local funds and eligible for reimbursement through the proposed 2021 AIP grant.

**INVOICE**

Invoice Remittance Address  
**WOOLPERT**  
 P.O. Box 714874  
 Cincinnati, OH 45271-4874



Plymouth Board of Aviation Commissioners (IN)  
 124 North Michigan Street  
 PO Box 492  
 Plymouth, IN 46563

Project No: May 12, 2020  
 Invoice No: 80613  
 2020005435

C85 Airport Master Plan Update ALP  
 AIP 3-18-0067-021-2020

Professional Services from March 8, 2020 to May 9, 2020

	AIP	Fee	Type *	Percent Used	To date Earned	Previous Billing	Current Billing
<b>Engineering Services</b>							
Design Administration	21	4,883.00	LS	100%	4,883.00	3,125.12	1,757.88
Environmental	21	5,346.00	LS	100%	5,346.00	2,298.78	3,047.22
Topographical Survey	21	12,045.00	LS	100%	12,045.00	1,095.00	10,950.00
Archaeological Survey	21	6,780.00	LS	100%	6,780.00	6,780.00	0.00
Regulated Waters Survey	21	14,193.00	LS	87%	12,329.27	12,329.27	0.00
<b>Total</b>		<b>43,247.00</b>			<b>41,383.27</b>	<b>25,628.17</b>	<b>15,755.10</b>

**TOTAL DUE THIS INVOICE \$15,755.10**  
**TOTAL % COMPLETE THIS INVOICE 96%**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mark Shillington, P.E., Project Manager

- \* HR = Hourly, not to exceed
- \* HR = Hourly estimate
- \* EAC = Expense as occurred
- \* LS = Lump sum
- \*\* Local portion may not be exactly 5.0% due to FAA's portion always rounding down to the nearest dollar.

Commissioners Houin and Mersch moved and seconded to approve payment of the Woolpert invoice as presented. The motion carried.

Due to grant funding regulations, the FAA must approve the environmental documentation and the airport must wait for the FAA environmental decision before moving forward. If too much work is completed prior to approval, the project may become ineligible for federal grant funding. If the FAA has a final decision by the end of the May, Shillington will propose an amendment to the Woolpert contract at the board's next meeting regarding additional administrative work for the project.

1. Additional contract administration	\$ 4,000
2. 2020 – 2022 DBE Program	\$ 5,000
3. Technical Consulting	\$ 7,000
4. Geotechnical Evaluation (Soil Borings)	\$ 10,000
5. TWY Pavement Design	\$ 45,000
6. TWY Lighting and Signage Design	\$ 25,000
7. Contract Documents	\$ 20,000
	<b>\$116,000</b>
Total Project CIP Estimate	\$170,000
Previous Contract	- \$ 43,247
Proposed Contract Amendment	- \$116,000
Proposed Bidding (later)	- \$ 7,000
Amount under CIP estimate	\$ 3,753

Airport Manager Bill Sheley updated the board on the federal CARES Act in response to the COVID-19 pandemic. He has been on several Zoom meetings with state and federal representatives. The City of Plymouth Municipal Airport is projected to received \$30,000 of this government aid. The city's plan is to create a line item in the airport's budget for CARES Act, show operating expenses that are incurred, and use the funds for those expenses. The State Board of Accounts suggested that this is the way we handle it, as long as the city retains 90% of its employees throughout the year. Clerk-Treasurer Xaver is working on invoice summaries which will be submitted with each pay request.

Hupka asked if we could use the funds for utilities, recent repairs, driveway, etc. Sheley stated that using the funds to cover salaries will make it simpler and more likely to receive approval.

**Airport Manager's Report**

To: Plymouth Board of Aviation Commissioners

Subject: May 2020 BOAC Meeting Report

1. Paving work; milling started today.
2. Cleaning tree line along drive-golf course, about 1/3 done
3. Not official but on good authority that Culver summer camp is canceled.
4. City Council approved 3 months office rent abatement for Alpha.
5. Lobby remodel is complete.
6. 2<sup>nd</sup> year classroom in progress of remodel (old Kenny Keller offices) Added 2 windows into hangar(transoms)
7. Getting quote for repainting Runway & Apron markings, may try to include in 2021 taxi or sooner depending on price.
8. Filed paperwork for CARES Act \$30,000 grant and was approved by INDOT Aviation.
9. Monthly Sales: Feb '20=\$8,462.58; March '19=\$3,595.00; March '20=\$8,544.65; April '19=\$3,372; April '20= \$3,340.04
10. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley  
Manager C65

Sheley is working on getting approval to rent the airport's classrooms to help pay for utilities, toiletries, cleaning, etc. Since the commencement of the high school program and AlphaFlight, expenses are starting to add up. Sheley spoke to Alpha Flight about this and they agreed that they would be willing to discuss and negotiate a program cost.

Commissioners Houin and Mersch moved and seconded to approve the rent of the aviation classrooms. The motion carried.

### **Other Business**

There was discussion regarding the proposed addition of solar panels through Telemon. The project through NIPSCO was delayed and there is potentially another opportunity through a power company in Indianapolis. There have been no updates since the COVID-19 pandemic began.

### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- February and March 2020 Financial Reports

**Motion:** Acceptance of Correspondence

**Action:** Approve

**Moved by Houin Seconded by Mersch.**

Motion passed unanimously.

### **Adjournment**


**Motion:** Adjournment

**Action:** Adjourn

**Moved by Mersch Seconded by Houin**

Motion passed unanimously.

The meeting adjourned at 7:21 p.m.

  
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Abby Collins  
Recording Secretary