

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session July 14, 2020 at 6:31 p.m. in the Council Chambers, 124 N. Michigan Street, Plymouth, Indiana.

President Phil Bockman called the meeting to order for Commissioners Ken Houin, Joe Mersch, and Kevin Morrison. Commissioner Steve Hupka was absent.

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

Approve Minutes of Regular Session June 9, 2020

There was a correction to the minutes to remove INDOT's future planning for AIP projects. Shillington advised that this information is not public. Commissioner's Houin and Morrison moved and seconded to approve the corrected minutes of regular session June 9, 2020. The motion carried.

Airport Manager's Report

To: Plymouth Board of Aviation Commissioners

Subject: July 2020 BOAC Meeting Report

1. 2nd year classroom almost complete
2. Placed 10 ton of stone along new fence today
3. Mini split system (PTAC) HVAC in Simulator room needs replaced, 1st quote \$7,925
4. Request from Argos R/C club to use parking lot for drag cars
5. Passed INDOT Aviation yearly inspection, Zero issues.
6. Monthly Sales: April '20= \$3,340.04; May '20=\$8,275.60; June '20=\$11,338
7. Runway & Grounds Inspection Report: Attached

Regards,
Bill Sheley
Manager C65

Sheley asked for the board's opinion regarding the request from the Argos R/C Club to use the parking lot. It was decided to deny this request due to active use of the airport and parking lot by current tenants, most specifically AlphaFlight, who continues to operate and have classes.

Airport Engineer's Report

Airport Engineer Mark Shillington provided an update on AIP 20, the Airport Layout Plan Project. The 20-year aviation forecast has been approved by the FAA, therefore Woolpert has been able to move forward with completing draft copies of the ALP Plan set and Narrative Report. He said the next steps are as follows:

- 1) Submit a copy of the draft documents to Gary Wilson and Michael Buening (INDOT Chief Engineer) for their review and comments/issues. An expedited review will be requested as this approval is necessary to proceed with the CIP work planned for FY 2021.
- 2) Schedule a meeting of the ALP committee to review the contents of the draft ALP and either concur or identify revisions.
- 3) Schedule review by the City/County Technical Review Committee to discuss contents, especially in regards to planned development/closure of Lilac Road. Additional public informational meetings will be discussed and planned.

- 4) After all the above is completed, a second FAA/INDOT review will be requested with any revisions incorporated into the draft documents.
- 5) BOAC will formally approve the final versions of the ALP documents for submission to the FAA for agency approval.

Shillington requested the board's approval of Woolpert invoice number 2020007988 for \$16,685.00 and FAA and INDOT pay request #11:

- Invoice = \$16,685.00
 - FAA portion = \$15,016.00
 - INDOT portion = \$834.25
 - Local portion = \$834.75

Board Members Mersch and Houin moved and seconded to approve the Woolpert invoice and FAA/INDOT pay request #11 as presented. The motion carried.

Shillington provided an update on the locally funded 2020 taxiway design project. The CAT EX was submitted to Bobb Beauchamp (FAA Environmental Specialist). Shillington said that if this is approved prior to the August 2020 meeting, he will request at that time an amendment to the current Woolpert design contract to add the following:

Agreement Between Owner and Engineering dated January 14, 2020	\$43,247.00
Amendment 1:	
Geotechnical Investigation	\$12,000.00
Administration	\$ 5,000.00
2020-2022 DBE Program	\$ 5,000.00
Technical Consulting	\$ 8,000.00
TWY Grade and Drain Plans & Documents	\$49,000.00
TWY Paving Plans & Documents	\$16,753.00
TWY Electrical Lighting Plans & Documents	\$24,000.00
Bidding	\$ 7,000.00

Lastly, Shillington discussed the CARES Act funding. According to the FAA eDelphi invoicing website, the Plymouth \$30,0000 CARES Act grant is active and ready for acceptance of a submitted pay request. Shillington will work with Airport Manager Sheley and Clerk-Treasurer Xaver to determine appropriate documentation to attach to the pay request for this board to approve at the next meeting for Woolpert to submit to the FAA.

Other Business

No other business.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- May 2020 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

Moved by Morrison Seconded by Houin.

Motion passed unanimously.

Adjournment


Motion: Adjournment

Action: Adjourn

Moved by Morrison **Seconded by** Mersch.

Motion passed unanimously.

The meeting adjourned at 7:24 p.m.



Abby Collins
Recording Secretary