

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session August 13, 2019 at 6:30 p.m. in the Council Chambers, 124 N Michigan Street, Plymouth, Indiana.

Vice President Hupka called the meeting to order for Commissioners:

Roll Call.

Present: Steve Hupka, Joe Mersch, Kevin Morrison, Ken Houin.

Absent: Phil Bockman.

Approve Minutes of Regular Session July 9, 2019

Commissioners Morrison and Houin moved and seconded to approve minutes of regular session July 9, 2019. The motion carried.

Airport Engineer's Report: Mark Shillington

Airport Engineer Mark Shillington addressed the board. He provided an update to the 2017 Airport Layout Plan Project (AIP 020). The ALP Committee met and discussed the following items:

- 1) Aeronautical Forecast for the next 20-years at the Plymouth Municipal Airport which forms the basis of activity and based aircraft to accommodate with the ALP future plan is complete and submitted for FAA review and approval.
- 2) A preliminary draft copy of the ALP Narrative Report has been completed. The main focus for finishing the draft copy will be to complete the proposed development section and offer any alternatives to the proposed development.
- 3) The existing airport condition and airspace evaluation is complete.
- 4) The proposed 5,002-foot x 100-foot runway has been added to the mapping file for future airspace evaluation to be completed.
- 5) Once future development is finalized, future land acquisition and Terminal Area Plan sheets will be completed finalizing the draft ALP for FAA review.
- 6) Once FAA review is complete and the ALP revised as requested, the ALP will be reviewed and approved by the ALP Committee with a recommendation for BOAC approval before final submission to the FAA for their approval.

Shillington presented a Woolpert invoice for work from April 10, 2019 through July 20, 2019, totaling \$8,620.00. Pay request #8 has the following breakdown:

- FAA: \$7,758.00
- State: \$ 431.00

Shillington said 65% done of the grant project is complete.

Motion: Approve Pay Request #8 and the Woolpert Invoice as presented

Action: Approve

Moved by Kevin Morrison, **Seconded by** Joe Mersch.

Motion passed unanimously.

Shillington also mentioned the ALP Committee's desire to ask the FAA to approve fast-tracking the parallel taxiway at the airport from a 4-year timeline down to a 2-year timeline.

Airport Manager's Report: Bill Sheley

To: Plymouth Board of Aviation Commissioners

From: Bill Sheley, Manager, Plymouth Municipal Airport

Subject: August BOAC Meeting Report

1. Aeromotive: Not moved yet
2. Still working on UL94 fuel & tank quotes. Fuel quote from Avfuel so we have \$50m insurance.
3. Parking in front of FBO resealed and striped.
4. New truck in Columbia City having plow, lights and dump bed installed.
5. Replaced all lights at front of building-all inop...2 @flags, 3 on building.
6. Bushes in front of FBO infested, Arborist from Park agreed removing not a bad option. Done and replaced.
7. Tenant with 2 hangars out, new tenants are in.
8. High School program underway. 31 students
9. Alpha Flight/Culver Academies 607 flight hours, 150+ Sim sessions, approx. 3400 gallons LL
10. Fuel Sales 4,678.39gl J-A; 5, 312.41gl LL; highest on record for both since 2010 records kept.
11. Monthly Sales: April=\$3,372.56, May= \$8,597.53, June= \$13,084.00, (2015 sales for the year \$87,000) July= \$41,044.84
12. July #12 signed Guest Register, #20 signed out car, #283 fuel purchases
13. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley, Manager C65

Sheley reviewed communications from Michael Buening, INDOT Chief Airport Engineer, regarding the Capital Improvement Project timeline for Plymouth:

Airport	Project Year	Entitlement Funds	Apportionment Funds	Discretionary Funds	Matching State Funds
Plymouth	2019				
Plymouth	2020	\$117,000			\$6,500
Plymouth	2021	\$495,843	\$89,157		\$32,500
Plymouth	2022	\$150,000		\$660,000	\$45,000
Plymouth	2023	\$150,000		\$170,400	\$17,800
Plymouth	2024	\$150,000			\$8,333

Airport	Project Year	Matching Local Funds	Total Cost	Project Description
Plymouth	2019		\$0	NPE Rollover
Plymouth	2020	\$6,500	\$130,000	Construct Parallel Taxiway to Runway 10/28 – Phase I Environmental & Design
Plymouth	2021	\$32,500	\$650,000	Construct Parallel Taxiway to Runway 10/28 – Phase 2 Construct Grade & Drain
Plymouth	2022	\$45,000	\$900,000	Construct Parallel Taxiway to Runway 10/28 – Phase 3 Construct Parallel Taxiway Pavement
Plymouth	2023	\$17,800	\$356,000	Construct Parallel Taxiway to Runway 10/28 – Phase 4 Construct Connecting Taxiway Pavement
Plymouth	2024	\$8,333	\$166,667	Construct Misc Airport Bldg – NPE Reimbursement (or Design & Construction)

Houin asked where private hangar owner, Brad Sherk, stands with getting utilities to the new hangar. Sheley said he will not have to have these in place before Building Commissioner Hammonds will give him an occupancy permit due to the fact that it is only a hangar. Once the overhead door is installed, Sherk plans to start moving in.

Crop lessee, Jon Ganshorn, was present to let the board and Manager Sheley know that he will be tilling the alfalfa later this week / weekend. He asked Sheley to mark off how far north he can go. Sheley said he can go as far as to where the grass is mowed. Ganshorn said he is planning to re-seed the front 6 acres of land.

Acceptance of Correspondence

- Runway and Grounds Inspection Report (distributed at meeting)
- June 2019 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

Moved by Kevin Morrison, **Seconded by** Ken Houin.

Motion passed unanimously.

Adjournment


Motion: Adjournment

Action: Adjourn

Moved by Kevin Morrison, **Seconded by** Joe Mersch.

Motion passed unanimously.

The meeting adjourned at 7:16 p.m.



Abby Collins
Recording Secretary