

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session April 9, 2019 at 6:30 p.m. in the Council Chambers, 124 N Michigan Street, Plymouth, Indiana.

President Bockman called the meeting to order for Commissioners:

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

## **Approve Minutes of Regular Session March 12, 2019**

Commissioners Houin and Morrison moved and seconded to approve minutes of regular session March 12, 2019. The motion carried.

## **Airport Engineer's Report: Mark Shillington**

Airport Engineer Shillington updated the board to let them know that the 2016 Taxiway Rehabilitation Project (AIP 019) has been closed out by the FAA.

Shillington provided an update on the 2017 Airport Layout Plan Project (AIP 020). He has compiled documents for the ALP subcommittee to review regarding options for planning for the future of the airport. There are 10 key questions that Shillington has asked the subcommittee members to answer to turn back in by June 11<sup>th</sup>.

Shillington presented Woolpert invoice #7 totaling \$20,193.39, for work on AIP 20. With that, he included pay request #7 as follows:

- FAA Request #7 \$18,175.00
- INDOT Contract Invoice #7 \$1,009.67

**Motion:** Approve the Woolpert invoice and pay requests as presented. **Action:** Approve  
**Moved by** Ken Houin, **Seconded by** Kevin Morrison. Motion passed unanimously.

## **Airport Manager's Report: Bill Sheley**

To: Plymouth Board of Aviation Commissioners

From: Bill Sheley, Manager, Plymouth Municipal Airport

### **Subject: April BOAC Meeting Report**

1. Aeromotive getting started on required drainage plan, still waiting on state plan approval.
2. Last 1/3 of the Corporate Apron concrete work started 4/2, should be complete by EOM.
3. Contracted Snow removal study: Only received 1 quote from the 4 I requested quotes from. Average snow fall year cost is slightly over \$11,000.00
4. High School Program: we have 38 students signed up at this time.
5. ALP Advisory Committee info sent out for review. Planning a meeting in June.
6. Migratory Waterfowl permit is renewed along Non-endangered species permit.
7. Monthly Sales: Jan=\$4,393.37, Feb=\$4,110.92, March=\$3,595.23
8. March #7 signed Guest Register, #2 signed out car, #38 fuel purchases
9. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley, Manager C65

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There was additional discussion about snow removal. It was decided to move forward with purchasing a truck for the airport.

**Motion:** Purchase new truck for airport, **Action:** Approve,  
**Moved by** Steve Hupka, **Seconded by** Ken Houin.  
Motion passed unanimously.

## **Other Business**

The board discussed a tenant that is currently renting office space. This was just a discussion and no motions were made regarding this business.

## **Acceptance of Correspondence**


- Runway and Grounds Inspection Report (distributed at meeting)

**Motion:** Acceptance of Correspondence  
**Action:** Approve  
**Moved by** Kevin Morrison, **Seconded by** Ken Houin.  
Motion passed unanimously.

## **Adjournment**

**Motion:** Adjournment  
**Action:** Adjourn  
**Moved by** Joe Mersch, **Seconded by** Ken Houin.  
Motion passed unanimously

The meeting adjourned at 7:30 p.m.

  
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Abby Collins  
Recording Secretary