

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session March 10, 2020 at 6:33 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.

Absent: None

Airport Engineer Mark Shillington, Airport Manager Bill Sheley, Human Resources Coordinator Jen Klingerman, and City Attorney Sean Surrisi were also present.

Approve Minutes of Regular Session February 11, 2020

Commissioner's Hupka and Mersch moved and seconded to approve minutes of regular session February 11, 2020. The motion carried.

Airport Engineer's Report

Airport Engineer Mark Shillington updated the board on the airport layout plan. Shillington stated that Maria Muia, the Senior Planner for Woolpert, requested an update from Gary Wilson for the 2020 Year Aviation Forecast. Wilson responded in an email that the plan is still in the review process by the region. The email states that the Chicago ADO has requested the FAA Great Lakes Region review the forecast since it forecasts higher traffic and larger aircraft usage than the current FAA TAF forecast. Maria has indicated to the FAA that existing traffic (not just forecasted traffic) already exceeds the FAA TAF forecast.

This has prompted the FAA Region to consult the FAA Headquarters in Washington, DC for further clarification on how to proceed as Gary Wilson has indicated in the e-mail.

Shillington provided an update to the Taxiway Project. The project Wetland Report is complete with two wetlands in the area being found. One along the fence line and one between the RWY and proposed TWY. Both wetlands appear to be avoidable.

The Archaeological report is complete and shows that no historical or archaeological significant sites will be impacted by the project.

Shillington requested the board to approve Woolpert invoice number 2020002716 for \$25,628.17 (59% of the contract).

INVOICE

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

WOOLPERT
 ARCHITECTURAL, ENGINEERING & PLANNING

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

Project No: March 10, 2020
 80613
 Invoice No: 2020002716

C65 Airport Master Plan Update ALP
 AIP 3-18-0067-021-2020

Professional Services from January 14, 2020 to March 7, 2020

Engineering Services	AIP	Fee	Type *	Percent Used	To date Earned	Previous Billing	Current Billing
Design Administration	21	4,883.00	LS	64%	3,125.12	0.00	3,125.12
Environmental	21	5,346.00	LS	43%	2,298.78	0.00	2,298.78
Topographical Survey	21	12,045.00	LS	8%	1,095.00	0.00	1,095.00
Archaeological Survey	21	6,780.00	LS	100%	6,780.00	0.00	6,780.00
Regulated Waters Survey	21	14,193.00	LS	87%	12,329.27	0.00	12,329.27
Total		43,247.00			25,628.17	0.00	25,628.17

TOTAL DUE THIS INVOICE \$25,628.17
 TOTAL % COMPLETE THIS INVOICE 59%

Approved: Mark Shillington
 Mark Shillington, P.E., Project Manager

Date: 3/10/2020

Commissioners Morrison and Mersch moved and seconded to approve payment of the invoice. The motion carried.

Shillington prepared and submitted project environmental information to the following agencies:

1. Indiana Department of Natural Resources
2. Indianan Division of Historic Preservation and Archaeology
3. Indiana State Fish and Wildlife Service (Conversation Office)
4. United States Fish and Wildlife Service
5. United States Army Corps of Engineers
6. City of Plymouth Building Commissioner

He has received responses from:

1. Keith Hammonds, Plymouth Building Commissioners (and Floodway Coordinator) has already replied by email that an Indiana Department of Natural Resources "Construction in a Floodway" permit will be required.
2. Paul Allerding, Planning Office, Environmental Analysis Branch USACOE, Detroit District.

From: Allerdig, Paul H CIV USARMY CELRE (USA) <Paul.H.Allerdig@usace.army.mil>
Sent: Monday, February 24, 2020 3:08 PM
To: Shillington, Mark
Cc: Damrill, Aaron W CIV USARMY CELRE (US)
Subject: RE: Plymouth Municipal Airport

Mark, if you could send the full "Regulated Waters Determination/Delineation Report" report direct to Aaron Damrill at our South Bend office it would help move thing along. {Electronic files are preferred.} All the Regulatory review will be out of South Bend. Then I will simply handle the civil works review here in Detroit.

Aaron.W.Damrill@usace.army.mil
US Army Corps of Engineers
Regulatory Michiana Branch
2422 Viridian Drive, Suite #200
South Bend, IN 46628-3561
Phone: (574) 232-1952; Fax: (574) 232-3075

Thanks, Paul

-----Original Message-----

From: Shillington, Mark [mailto:Mark.Shillington@Woolpert.com]
Sent: Monday, February 24, 2020 2:14 PM
To: Allerdig, Paul H CIV USARMY CELRE (USA) <Paul.H.Allerdig@usace.army.mil>
Subject: [Non-DoD Source] RE: Plymouth Municipal Airport

Paul:

Thank you for the reply. There is no official time frame so respond when able. I have the full report and will coordinate its submittal you through the firm that prepared it.

I have provided the information to the local floodplain manager but feel free to add any information on this as well. I anticipate being able to avoid fill / cut earthwork within the delineated wetlands and regulated ditches.

-----Original Message-----

From: Allerdig, Paul H CIV USARMY CELRE (USA) <Paul.H.Allerdig@usace.army.mil>
Sent: Monday, February 24, 2020 11:49 AM
To: Shillington, Mark <Mark.Shillington@Woolpert.com>
Subject: Plymouth Municipal Airport

3. Elizabeth McCloskey, US Fish and Wildlife Service, Bloomington, IN.

Mr. Mark T. Shillington
Woolpert, Inc.
333 North Alabama Street, Suite 200
Indianapolis, Indiana 46204

Project: Plymouth Municipal Airport Parallel Taxiway
Location: Plymouth, Marshall County

Dear Mr. Shillington:

This responds to your letter dated February 11, 2020, requesting our comments on the aforementioned project.

These comments have been prepared under the authority of the Fish and Wildlife Coordination Act (16 U.S.C. 661 et. seq.) and are consistent with the intent of the National Environmental Policy Act of 1969, the Endangered Species Act of 1973, and the U. S. Fish and Wildlife Service's Mitigation Policy.

The proposed project consists of the construction of a parallel taxiway for 4,020 feet along the north side of existing Runway 10/28. The project area currently is mowed turf grass which can be used as an emergency taxiway if aircraft need to get off the runway. The project also includes 2 connecting taxiways between the runway and the new parallel taxiway. A ditch parallels the north side of the mowed turf grass/emergency taxiway and small wetlands are present between the runway and the proposed taxiway, but the project can be constructed without adversely affecting these water features.

ENDANGERED SPECIES

The proposed project is within the range of the Federally endangered Indiana bat (*Myotis sodalis*), clubshell mussel (*Pleurobema clava*), rayed bean mussel (*Villosa fabalis*), and sheepsnose mussel (*Plethobasus cyphus*), and the threatened northern long-eared bat (*Myotis septentrionalis*) and eastern massasauga rattlesnake (*Sistrurus catenatus*). However, there is no habitat for these species within the proposed project area, so we agree that the proposed project is not likely to adversely affect these endangered and threatened species.

4. Beth McCord, IDNR Division of Historic Preservation and Archaeology, Indianapolis, IN.

Airport Manager's Report

To: Plymouth Board of Aviation Commissioners

Subject: March 2020 BOAC Meeting Report

1. Open House with Alpha Flight for 2020-21 CTE High School program about 12 students with parents
2. Remodel of old Helicopter on line ground school offices under way. Will be used for year 3 CTE program (A&P).
3. Indianaintern.net
4. Security Fence to hangars compete, changing code soon
5. Lobby remodel mostly complete, new artwork coming
6. Service work on several overhead hangar doors complete, "M" 2 rollers, C-8 5 pulleys, 3 door seals (M, C-4, C-8)
7. Runway crack seal is contracted as well as 60% of Apron expansion joint recondition
8. New courtesy car. 2011 Kia Sorento....SUV like-3 row seating rear hatch., should have on Wednesday or Thursday.
9. Monthly Sales: Dec= \$6,156.12, Jan= \$4,982.34, Feb 2019=\$4,110.92; Feb 2020=\$8,462.58
10. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley
Manager C65

Other Business

The cancellation of the Crop Lease Agreement was sent out to Jonathan and Aaron Ganshorn on March 10, 2020 certified mail. A copy of the letter is listed below.



March 10, 2020

Jonathan Ganshorn
Aaron Ganshorn
978 Hoham Dr.
Plymouth, IN 46563

Sent by Certified Mail/Return Receipt No. 7018 3090 0000 4678 2870

Office of the City Attorney
Sean Surrisi
124 N. Michigan St.
Plymouth, IN 46563
(574) 936-2948
cityattorney@plymouthin.com

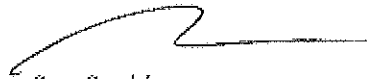
NOTICE
Termination of December 24, 2018 Crop Lease Agreement

Dear Jonathan & Aaron:

I'm writing to advise that the Plymouth Board of Aviation Commissioners ("BOAC") has elected to terminate its Crop Lease Agreement that it executed with you on December 24, 2018. Such termination is permitted by Section 9 of the lease, which provides that "This Agreement may be terminated for the non-payment of rent on the date due during the term of this lease." Your 2019 lease payment was late. An invoice was sent to you on November 8, 2019 and the bill was due on December 1, 2019. The bill was not paid until January 15, 2020.

You attended the January BOAC meeting and the board discussed presenting you with a new contract noting the name change of your business and adding a 10% late fee for any payments received after their due date. That addition was important to the BOAC in light of your past history of late payment. The revised lease was presented to you but has never been returned to Airport Manager Bill Sheley. Because you have not executed the new lease with the late fee provision, termination of the existing lease was necessary. As BOAC President Phil Bockman noted at the January meeting, the board has appreciated working with you in the past but it needs its leases to be no-nonsense and not unduly occupy the time of the board and the City staff.

Sincerely,



Sean Surrisi
Plymouth City Attorney

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- January 2020 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

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

Motion passed unanimously.

Adjournment

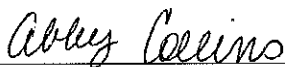
Motion: Adjournment

Action: Adjourn

Moved by Morrison, **Seconded by** Hupka.

Motion passed unanimously.

The meeting adjourned at 7:06 p.m.



Abby Collins
Recording Secretary

