

## CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session February 11, 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 Manager Bill Sheley, Deputy Clerk-Treasurer Abby Collins, and City Attorney Sean Surrisi were also present.

### Approve Minutes of Regular Session January 14, 2020

Commissioners Morrison and Hupka moved and seconded to approve minutes of regular session January 14, 2020. The motion carried.

### Airport Engineer's Report

Airport Manager Bill Sheley notified the board that there are no updates from the FAA regarding the Airport Layout Plan.

Sheley provided an update for the proposed 2020 Taxiway Project. Woolpert legal counsel has agreed to the elimination of the Arbitration article in the Agreement between Owner and Engineer as provisionally approved by the board last month. A fully executed contract was e-mailed.

Sheley reported that the Wetland Report is complete with two wetlands in the area. One along the fence line and one between the RWY and proposed TWY. Both wetlands are anticipated to be avoidable.

The Archaeological Report is also complete with the conclusion that no historical or archaeological significant sites will be impacted by the project.

There will be an invoice for each report and will most likely be submitted at March BOAC meeting.

Per Sheley, Airport Engineer Mark Shillington prepared and submitted project environmental information to the following agencies:

1. Indiana Department of Natural Resources
2. Indiana 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

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.

In regards to the FAA, D'Lorah Small had indicated that the deadline for receiving a FY 2020 design grant for this project was expired and that having FAA approved ALP work and

environment approval was required. After conversations with the FAA, Sheley, and Bockman, Shillington notified the FAA by email that it was not realistic to meet the FAA decision making timeframe for either of these items and that, to avoid additional cost and effort that could not guarantee any results, it was best to agree to proceed as highlighted on Page 2 of the e-mail:

1. Deadlines to have environmental and ALP approval for FY 2020 projects have expired.
2. The FAA is willing to extend these deadlines but FY 2020 decisions are now being made and the time is growing short.
3. The actual goal of the Sponsor is to maximize its position to receive construction funds for the parallel taxiway work in 2021 as discussed at the November, 2019 CIP meeting.
4. It is not the goal of the Sponsor to receive a FY 2020 design grant – It would be nice but it is not a necessity. The Sponsor has the local funding necessary to proceed with the project CAT EX, preliminary design tasks, and final design in 2020 without an FAA grant.
5. Based on the FAA decision making timeline, the best approach is for the Sponsor to rollover 2020 NPE funds, proceed with environmental CAT EX submission, wait for FAA NEPA approval, and with NEPA approval, proceed with conducting a geotechnical evaluation of the soil and work towards completing plans/specifications/contract documents for bidding in FY 2021.
6. The Sponsor would request FY 2021 grant for design reimbursement and construction.

Per D'Lorah's request, attached is the proposed FAA notification letter for BOAC approval.

February 11, 2020

Ms. D'Lorah Small  
Federal Aviation Administration  
Chicago Airports District Office, CHI-ADO-600  
2300 East Devon Avenue  
Des Plaines IL 60018

Re: Plymouth Municipal Airport  
Intent to Rollover 2020 Non-Primary Entitlement (NPE) Funds

Dear Ms. Small:

As indicated in our Engineering Consultant's e-mail dated January 22, 2020, the Plymouth Board of Aviation Commissioners is notifying the FAA of our intent to rollover the available FY 2020 NPE funds for potential use in FY 2021 including project design reimbursement and project construction funding of the parallel taxiway, connecting taxiways, and lighting system.

The Plymouth Board of Aviation Commissioners appreciates your consideration towards this request.

Sincerely,

Phil Bockman  
President, Plymouth Board of Aviation Commissioners

## Airport Manager's Report

Subject: February 2020 BOAC Meeting Report

1. Open House with Alpha Flight for 2020-2021 CTE High School program 2/18 5:30 & 7 presentations
2. Have begun remodeling FBL Lobby
3. New security fence being installed in the next 3 to 4 weeks. New 10 ft. tall fence will be installed.
4. Monthly Sales: Oct=\$14,613.39; Nov=\$13,794.02; Dec=\$6,156.12; Jan= \$4,982.34
5. Runway & Grounds Inspection Report: Attached

Regards,  
Bill Sheley  
Manager C65

### Other Business

City Attorney Surrisi has prepared an updated lease agreement with hay farmers Aaron and Jon Ganshorn. The agreement has not been executed. Jon has stated that he does not want to sign the agreement if there will be a clause that allows the assessment of a late fee if rent is not paid on time. Sheley suggested that since the farmers are not willing to adhere to the terms of the contract and pay the lease amount on time, then he is okay with starting the process of terminating the lease.

Surrisi stated that if Ganshorn refuses to sign the new contract, the board can decide whether or not to begin the process for terminating the contract due to defaulting on the on-time payments. This will be discussed at future meetings once a decision is made from Ganshorn.

### Acceptance of Correspondence

- Runway and Grounds Inspection Report
- December 2019 Financial Reports

**Motion:** Acceptance of Correspondence

**Action:** Approve

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

Motion passed unanimously.

### Adjournment


**Motion:** Adjournment

**Action:** Adjourn

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

Motion passed unanimously.

The meeting adjourned at 7:00 p.m.

  
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Abby Collins  
Recording Secretary