

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session December 10, 2019 at 6:32 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, Joe Mersch, Kevin Morrison.

Absent: Steve Hupka

Airport Engineer Mark Shillington, Airport Manager Bill Sheley, and City Attorney Surrisi were also present.

Approve Minutes of Regular Session November 12, 2019

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

Airport Engineer's Report

Airport Engineer Mark Shillington provided an overview of the Plymouth Municipal Airport's meeting with the FAA and INDOT representatives in Indianapolis last month. He said the concept and funding for the parallel taxiway project seemed to be favorably received by the FAA and INDOT. The plan is to condense the project from a 4-year plan to a 2-year plan with the design work being done in 2020 and the construction completed in 2021.

City Attorney Surrisi added that he felt the takeaway from the meeting is that the airport would need to finish the Airport Layout Plan project first. Shillington said Woolpert has submitted the forecast to the FAA, but they are waiting on the approval before moving forward with the remainder of the submission. He noted that if the FAA does not buy into the projected use of the airport on the anticipated larger-scale, then the airport will need to scale back its ambitions, especially extending the runway.

There was addition discussion about the transformation within the FAA in regards to extending runways. In recent years, policy has changed which requires a justification process that is more extensive than it used to be. Commissioner Bockman said he thought the FAA had been on board with the plan to extend the runway for the past 10 years. Shillington said the shift in the FAA's processes now say the plan for the airport must also include a purpose with statistics, justifications, and a vetted planning process in order to be approved.

Shillington reviewed the timeline for the proposed 2021-2025 Capital Improvement Program submittal:

January 14, 2020

Mr. Martin Blake
Office of Aviation
Indiana Department of Transportation
100 North Senate Avenue, Room N955
Indianapolis, Indiana 46204-2220

Re: Plymouth Municipal Airport 2021-2025 Capital Improvement Program (CIP) Update

Dear Mr. Blake:

The Plymouth Board of Aviation Commissioners (the Board) submits the following projects for the development of the Plymouth Municipal Airport for the ACIP period of FY 2021 to FY 2025. This submittal also includes the preferred rollover of the calculated \$300,000 FY 2019 Non-Primary Entitlement (NPE) funds for use in future fiscal years. The Board respectfully requests that these projects be reviewed and considered for inclusion in the FAA Airport Capital Improvements Program.

TYPE I - AIP

1. Construct RWY 10/28 Parallel and Connecting Taxiways – Phase 1 Environmental and Design
2. Install Taxiway Edge Lighting and Guidance Signs – Phase 1 Environmental and Design
3. Construct RWY 10/28 Parallel and Connecting Taxiways – Phase 2 Construction
4. Install Taxiway Edge Lighting and Guidance Signs – Phase 2 Construction
5. Land Acquisition for Approach Protection and Miscellaneous Building Development
6. Construct 8-Unit T-Hangar Building – Phase 1 Environmental and Design
Construct Hangar Taxiways to Aircraft Parking Apron – Phase 1 Environmental and Design
7. Construct 8-Unit T-Hangar Building – Phase 2 Construction
Construct Hangar Taxiways to Aircraft Parking Apron – Phase 2 Construction
8. Land Acquisition for Miscellaneous Building Development
9. Construct Hangar Taxiways to Runway 10/28 – Phase 1 Environmental and Design
10. Construct Hangar Taxiways to Runway 10/28 – Phase 2 Construction

See attachment A for the complete proposed CIP submission.

Shillington recommended approval of the CIP submittal.

Commissioner Morrison asked Manager Sheley what his thoughts are on the plan. Sheley said he agrees with the list and said they have put a lot of thought into this plan. He has worked with Clerk-Treasurer Xaver regarding the available funds in the Cumulative Capital Development fund and how that money can be used for this project.

Commissioners Morrison and Houin moved and seconded to approve the Plymouth Municipal Airport 2021-2025 Capital Improvement Plan Update submittal as presented. The motion carried.

Shillington reviewed the FAA's deadlines for grant funding in relation to the taxiway project (see Attachment B):

1. Deadline One – Nov 1, 2019 [FY 2020 ALP update approval]
It is the intent of the FAA to ensure proposed FY 2020 grant scope of work is on an FAA approved ALP by this date. This work is part of the current AIP 020 grant. FAA and Woolpert to work towards an agreeable date to have the preliminary ALP submitted to satisfy this requirement for a FY 2020 design grant. If no chance at FY 2020 AIP grant, then either wait to FY 2021 to start the process or potentially locally fund the entire \$170,000 in FY 2020 and get reimbursed in FY 2021.
2. Deadline Two – Dec 1, 2019 [FY 2020 AIP Grant pre-application]

It is the intent to submit a pre-application to the FAA for the design of the taxiway work shown in CIP Projects 1 and 2. Part of highlighted Administration fee as attached to the CIP submittal.

3. Deadline Three – Dec 1, 2019 [FY 2020 NEPA Documentation]
The FAA wants environmental documentation for FY 2020 projects included in the above-mentioned pre-application. Part of the highlighted Wetland and Archaeological Studies fee as attached to the CIP submittal. Part of the Documented CAT EX fee as attached to the CIP submittal.
4. Deadline Four – Jan to March, 2021 [FY 2021 Plans and Specs]
The FAA needs the completed engineering report / construction plans / specifications / and bidding documents complete. To meet this schedule, the highlighted preliminary work needs to be complete prior to the possible Sept, 2020 Design grant.

As it currently stands, the airport is already behind the submission deadlines because they were unsure if INDOT and the FAA would be on board with the accelerated timeline. Sheley noted that in the FAA / INDOT meeting, they indicated that if the airport used its own money for the project it would be reimbursed through the grant.

Shillington proposed the following plan in order to accept a potential construction AIP grant in FY 2021:

1. Contract and local funding of engineering services for the administration (\$4,000), wetland and archaeology surveys (\$21,000), and CAT Ex documentation (\$5,000) portions of the environmental studies, totaling \$30,000 in January 2020.
2. Contract and local funding of engineering services for the soil borings (\$22,000) and topographical survey of the environmental studies (\$15,000), totaling \$37,000 between January and March, 2020.
3. See if ALP process can lead to FAA FY 2020 design grant:
 - a. If yes, then apply for grant by June 2020 and perform work for Jan to March 2021 deadline and bid in May 2021 (reimbursement of \$67,000 local funds in Oct 2021)
 - b. If no, then decide to fund remaining \$103,000 work in Aug to Dec 2020 (reimbursement of \$103,000 local funds in Oct 2021)
4. Or just contract and perform work as needed in FY 2020 for either reimbursement in Oct 2020 (if the FAA FY 2020 grant works out) or Oct 2021.

Shillington noted that these are his estimates of the costs for these studies and the contracted amounts may be slightly different. He urged the commissioners to consider spending the \$67,000 to begin the environmental studies (sections 1 and 2 outlined above). At the very least, Shillington feels the \$30,000 should be spent on section 1 of the plan.

Morrison and Houin both asked where the money would come from in the current budget. Sheley said he has had discussions with Clerk-Treasurer Xaver regarding funds in the Cumulative Capital Development (CCD) fund. Sheley said there is money in the CCD fund to cover what is needed for the repaving project (road and parking lot), in addition to covering the \$67,000 needed in early 2020 for the environmental work for the parallel taxiway project.

There was additional discussion regarding the risk of spending this money up front. Shillington said that in the end, the environmental study must be done and the sooner it is done the better. The results of the study will determine how to move forward depending on whether a significant environmental discovery is found or not.

Shillington asked the board to consider approving some or all of the below listed engineering services with Woolpert, Inc., with the intent that a contract will be fully executed at a later date.

December 10, 2019

Mark Shillington, P.E.
Woolpert, Inc.
333 North Alabama Street
Indianapolis, IN 46204

Re: Plymouth Municipal Airport
Intent to Contract for Engineering Services

Dear Mr. Shillington:

The Plymouth Board of Aviation Commissioners is notifying Woolpert, Inc. of our intent to contract and locally fund the engineering scope of work / fees indicated below in order to prepare the agency approval documents, design engineering documentation, construction plans, specifications for FAA AIP grant reimbursement in either 2020 or 2021 depending on the FAA ability to issue a Design Only grant in FY 2020.

An "X" marked next to the engineering scope of work / fees below indicates our intent to contract and locally fund the work:

_____	Administration	\$4,000
_____	Wetland and Archaeological Studies	\$21,000
_____	Documented CAT EX	\$5,000
_____	Soil Borings	\$22,000
_____	Topographical Survey	\$15,000

Note: The fees listed above are estimates only and will be more specifically determined by the contract preparation and approval process.

Sincerely,

Phil Bockman
President, Kendallville Board of Aviation Commissioners

Shillington said moving forward with this plan maximizes the chances of being able to break ground with construction on the taxiways in 2021 (with design work being completed in 2020). Otherwise, the construction might be pushed out in the timeline – not that it would not be done, but that the expediated timeline might not fall into place pending all the moving pieces.

Mersch noted that he feels moving forward makes the most sense. He feels there is a safety component to this project with the AlphaFlight school.

Morrison and Houin moved and seconded to move forward with executing this draft letter demonstrating the board's intent to move forward with these preliminary tasks. The motion carried.

Shillington will cross out "Kendallville" and change it to "Plymouth" below Commissioner Bockman's signature.

Airport Manager's Report

To: Plymouth Board of Aviation Commissioners
From: Bill Sheley, Manager, Plymouth Municipal Airport

Subject: December BOAC Meeting Report

\$9445.33

P.O. Request

1. Spring paving: \$110,837 + \$10,000 for sewer. Road and parking lot. \$48,000 appropriated already for 2019.
2. INDOT Aviation/FAA CIP meeting went well...Mark report?
3. Getting quotes for Winter/Spring work. 2nd classroom and new fence at NE corner of hangar area.
4. Monthly Sales: Sept=\$12,138.32; Oct= \$14,613.39; Nov=\$13,794.02(25% increase over previous best Nov in 10 years)
5. Runway & Grounds Inspection Report: Attached

Regards,

Bill Sheley

Manager C65

2018 - 3684 gal
US
2016 - 2807 gal

2416 Jet-A gal
1268 LL gal

Sheley said the Common Council approved the Airport Road and parking lot repaving project at their meeting last night, contingent upon the Board of Aviation Commissioner's decision this evening regarding the project. With this board's approval, \$48,000 of the airport's cost for the project will be paid from the Cumulative Capital Development fund in 2019, which is already appropriated in this year's budget and available for spending. The remaining \$62,837 will come from the 2020 budget once we get into next year. The \$9,445.33 for the sewer line repair will not come from the Cumulative Capital Development fund and will not be part of the repaving project. That will come from the airport's already approved 2020 budget out of the repairs and labor line.

Commissioners Houin and Morrison moved and seconded to approve the purchase order of \$48,000 for the repaving project using the remaining 2019 funds. The motion carried.

Sheley said after the first of the year, the Common Council will be asked to appropriate the remaining funds for the repaving project.

Sheley reviewed the record fuel sales for November 2019. He said the airport will come close to a record year at the end of 2019.

Mersch asked where things stand with purchasing a portable fuel tank. Sheley said the quotes came back much higher than expected and it not something that is feasible at this time.

Sheley mentioned that the flight school needs more class room space than what we can currently offer. He is looking into what it would cost to purchase temporary, portable classrooms / trailers. Shillington said the FAA would require that the same reporting policies as they would for a permanent building. Sheley said the potential location for the portable building is on the east side of the A hangar. There would be no restrooms in the portable classroom, but it would be placed

close enough to the hangar that the restroom on the first floor would be easily accessible to them. He is also meeting with Ivy Tech soon to discuss other options.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- October 2019 Financial Reports
- Fuel Sales Report 2016-2019
- PW-19-038 2019 Street & Sidewalk CCMG Project Bid Tabulation – Dept Breakdown

Motion: Acceptance of Correspondence

Action: Approve

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

Motion passed unanimously.

Adjournment


Motion: Adjournment

Action: Adjourn

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

Motion passed unanimously.

The meeting adjourned at 8:10 p.m.



Abby Collins
Recording Secretary