

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

City of Plymouth Board of Aviation Commissioners met in regular session November 12, 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.

Absent: None

Approve Minutes of Regular Session October 8, 2019

Commissioners Hupka and Houin moved and seconded to approve minutes of regular session October 8, 2019. The motion carried.

Airport Engineer's Report

Airport Engineer Mark Shillington discussed the city's Capital Improvement Plan (CIP). He reviewed both the January 2019 submission and the plans for the 2020 submission. Here is the current timeline for the board to consider for their January 2020 submission:

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

- 2020 1. Construct Parallel and Connecting Taxiways to Runway 10/28 – Phase 1 Environmental and Design
- 2020 2. Install Taxiway Edge Lighting and Guidance Signs – Phase 1 Environmental and Design
- 2021 3. Construct Parallel and Connecting Taxiways to Runway 10/28 – Phase 2 Construction
- 2021 4. Install Taxiway Edge Lighting and Guidance Signs – Phase 2 Construction
- 2022 5. Land Acquisition for Access Road / Miscellaneous Building Development
- 2023 6. Construct 8-Unit T-Hangar Building – Phase 1 Environmental and Design
Construct Hangar Taxiways to Aircraft Parking Apron – Phase 1 Environmental and Design
- 2024 7. Construct 8-Unit T-Hangar Building – Phase 2 Construction
- 2024 8. Construct Hangar Taxiways to Aircraft Parking Apron – Phase 2 Construction
- 2025 9. Land Acquisition for Miscellaneous Building Development
10. Construct Hangar Taxiways to Runway 28 – Phase 1 Environmental and Design
11. Construct Hangar Taxiways to Runway 28 – Phase 2 Construction

He asked the commissioners to consider this list before the December meeting.

He noted that there has been a shift with the parallel and connecting taxiways project. The project will now include the installation of taxiway edge lighting and guidance signs. Also, the hope is to combine the environmental / design portions of the project for both the parallel and connecting taxiways into one phase to be completed in 2020 and combine the construction portion into one phase to be completed in 2021. These changes speed up completion of the project by two years.

Commission Houin asked why the environmental/design and construction are not scheduled to be done in the same year. Shillington said you can structure it that way and could potentially receive approval, but it takes the FAA time to review the design, conduct airspace studies, and then go into construction. The breakdown in time between the design and construction is a more realistic timeline due to the time lag in the FAA approval process. He also noted that it is a good strategy to split up a large project like this due to the availability of NPE funds.

Shillington went on to discuss land acquisition and the future construction of hangars and hangar taxiways.

Shillington said there will be a meeting on November 21st between the FAA, INDOT, and the City of Plymouth to discuss the airport's 2020 CIP. January is when the CIP will need to be finalized and submitted.

Mersch asked if the city has enough funding to cover the local match that would be required to come from the city. Shillington said that would be between the clerk-treasurer and airport manager to ensure the city's funding is in place. Sheley said in September 2020 the city will have their 4th year of rollover NPE funding, which totals \$600,000.

In the event that the FAA/INDOT meeting goes well, Shillington received several quotes from companies to help kickstart the environmental studies should the city want to begin them early. He said the parallel taxiways could be eligible for categorical exclusion as long as the site is cleared for archeological significance and regulated waters/wetlands. There was no action taken.

Lastly, Shillington requested the board's approval to add access for Woolpert's new grant administrator, Lynn Pressler, to upload grant documents to Delphi eInvoice on the city's behalf.

Board Members Houin and Hupka moved and seconded to approve access for Lynn Pressler to upload grant documents on the city's behalf. The motion carried.

Other Business – Bruce Breeden

Mr. Breeden addressed the board. He said there is another opportunity for the Plymouth Municipal Airport to have an additional solar field installed on site as part of NIPSCO's phase II plan to install more solar fields nationwide. The current field that the city has is 200 kilowatts. The proposed area of 22.9 acres at the Plymouth Airport would generate about 10.5 to 12 megawatts of power all together. If estimating the same revenue per acre that the city is currently receiving for phase I, Breeden estimates the city could be pulling in \$18,000 per year for the additional solar field. Breeden said this is a preliminary step and would involve having City Attorney Surrisi draft a letter of interest to NIPSCO.

Houin asked how this would affect the hay contract. Sheley said this area is contracted with Langfeldt for corn and beans and he has not contacted him yet. There was discussion about the contract having a termination clause and that Mr. Langfeldt did tell the board several years ago that he was willing to give up farming this land if someone else was interested. Breeden said the farmer would have at least a one-year notice should the solar project move forward.

Board Members Morrison and Houin moved and seconded to direct City Attorney Surrisi to draft a letter of interest to NIPSCO for phase II of the solar project. The motion carried.

Airport Manager's Report

Subject: November BOAC Meeting Report

1. Reason for City mandated fuel mark ups? Could we get an ordinance for a markup “range” with 2 fuels being the same mark up? Equal amounts of each are sold. NetJets/FlexJets are contract fuel anyway. Would give me flexibility to be closer to other area airports in pricing.
2. Spring paving: \$83,159 for Michigan road to NW corner. Remainder along North side of ramp is approximately additional \$38,824.00 but will be sent out for bid. I would recommend we ask for appropriations from CCDF to do the additional length of road and possibly parking lot and sewer \$10,000. Parking lot bid?
3. I have additional parking area north of ramp along road identified and City Engineer Gaul gave me a dimension for 20 parking spots that would preclude the need for a drainage plan. Planning gravel initially. For the additional students for the 2020-21 school program.
4. Spend NPE money for Archeological and Environmental studies to get started ASAP on taxiway project.
5. Monthly Sales: August= \$22,452.72, Sept=\$12,138.32, Oct= \$14,613.39
6. Runway & Grounds Inspection Report: Attached

Sheley asked the board to consider allowing markups to be flexible for both low lead and jet-A fuel. This is currently regulated by city ordinance and an ordinance would need to be passed by the Common Council should the board allow changes in the fuel markups. There was discussion regarding the need to stay competitive with surrounding airports. The current ordinance states that the markup for low lead fuel must be \$0.50 and the markup for jet fuel is \$1.00.

Board Members Houin and Hupka moved and seconded to proceed with changing the ordinance to allow for the adjustment of fuel prices at the discretion of the airport manager.

Following additional discussion, it was decided that a range for the dollar amount should be set.

Board Members Houin and Morrison moved and seconded to amend the motion to state that markups can be between \$0.25 and \$1.00 for both fuel types. The motion carried.

Next, Sheley discussed the Airport Road and parking lot paving project. He said the city will be paying for the repaving of Airport Road, which runs from Michigan Street to the northwest corner of the property. Paving the remaining roadway would be the airport’s responsibility and is estimated to cost \$38,824. Sheley did ask for a quote to pave the entire airport parking lot while the crews are already there working. That total estimated quote would be \$96,325 with a possible addition of up to \$25,000 if they find bad spots that need additional work once the current asphalt is torn out. This does include striping the parking lot. Sheley said there were discussions during the budgeting process this year that there are currently airport allocated funds totaling about \$250,000 in the Cumulative Capital Development fund that could be used for this project. He did suggest the board consider spending an additional \$10,000 prior to or during the repaving of the parking lot to replace the sewer pipe to the grinder that runs through the parking lot so they are not destroying new pavement. The actual bids for this project will be opened at the next city council meeting on November 25th, so decisions regarding what to move forward with will be discussed at the aviation commission’s December meeting.

Sheley did notify the board that the Common Council met on November 11th and discussed the future of the cumulative capital development fund. It was discussed that the fund could

potentially be used as a pool of available funds for the fire and aviation departments rather than allocating evenly between the two.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- September 2019 Financial Reports

Motion: Acceptance of Correspondence

Action: Approve

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

Motion passed unanimously.

Adjournment


Motion: Adjournment

Action: Adjourn

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

Motion passed unanimously.

The meeting adjourned at 7:44 p.m.



Abby Collins
Recording Secretary