

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

August 23, 2022

City of Plymouth Board of Aviation Commissioners met in regular session August 23, 2022 at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN.

President Phil Bockman called the meeting to order for Commissioners Houin who was physically present and Morrison who attended virtually. Commissioner Hupka and Mersch were absent. Also present were City Attorney Surrisi, Airport Manager Bill Sheley and Airport Engineer Shillington. The public could see and hear the meeting through Microsoft Teams.

Commissioners Houin and Morrison moved and seconded to approve the minutes of the regular session meeting of July 12, 2022. The motion carried.

## Open Bids for Plymouth Municipal Airport Improvement Project

116 Legals	
<p style="text-align: center;"><b>NOTICE TO BIDDERS</b></p> <p style="text-align: center;"><b>PLYMOUTH MUNICIPAL AIRPORT IMPROVEMENT PROJECT – 2022 EXTEND PARALLEL TAXIWAY "A" AND CONSTRUCT CONNECTING TAXIWAY "A3" AND "A4" PHASE 2 – DIVISION "A": CONSTRUCT TAXIWAY PAVEMENT; and PHASE 3 – DIVISION "B": INSTALL TAXIWAY EDGE LIGHTING AND GUIDANCE SIGNS</b></p> <p>The Plymouth Board of Aviation Commissioners, Plymouth, Indiana (Sponsor and Owner) will receive sealed bids for the following project until 6:30 PM local time, on the 23<sup>rd</sup> day of August, 2022, at the Council Chambers of the City Building, 124 North Michigan Street (Garro Street Entrance), Plymouth, Indiana, 46563. All responsive bids will be publicly opened and read aloud at this location immediately after the bid proposal due time by a representative of the Owner.</p> <p>Bids to be mailed shall be addressed to the attention of the Clerk-Treasurer's Office at 124 North Michigan Street, Plymouth, IN, 46563 and will be clearly marked "Sealed Bids, DO NOT OPEN". Bids to be hand delivered prior to 4:30 PM on the bid opening date will need to be delivered to the Clerk's Treasurer's Office, after this time, hand delivered bids may be delivered to the Council Chambers upon arrival of the City Attorney for bid opening.</p> <p>A voluntary Pre-bid conference will be held at the Plymouth Municipal Airport administration building, 301 Airport Drive, Plymouth, IN, 46563, at 10:30 AM, local time, on the 9<sup>th</sup> day of August, 2022.</p> <p>The project consists of:</p> <p>Phase 2 TWY Paving and Marking; extend parallel TWY "A" 3,920 linear feet to the east of the existing east end of parallel TWY "A" and construct connecting TWY "A3" and "A4" by completing construction of the planned pavement subgrade at its connection with existing TWY "A", TWY "A5", and RWY "1028"; verifying the compaction of the planned subgrade soil completed during Phase 1 construction; performing cement subgrade treatment or unsuitable subgrade excavation and aggregate fill; placing an aggregate drainage layer; placing a layer of separation geotextile; placing and compacting aggregate subbase material; placing and compacting asphalt base and surface courses; painting temporary and permanent pavement markings; placing stockpiled topsoil in the non-paved construction limits; and mulch seeding disturbed areas as more specifically set out in the Plans and specifications.</p> <p>Phase 3 TWY Electrical; installing taxiway edge lighting along parallel TWY "A" and connecting TWYs by installing concrete encased electrical ducts under planned taxiway pavements; modifying the existing RWY "1028" lighting circuit at the planned intersections of TWY "A3" and "A4"; installing new electrical conduit; power cable and counterpoise wire to establish a new TWY lighting circuit; installing new LED TWY edge lighting fixtures (MITL) and new TWY circuit Constant Current Regulator (CCR); relocating TWY "A2" guidance sign; installing planned TWY "A3" and "A4" guidance signs; converting TWY "A5" sign panels; and mulch seeding disturbed areas as more specifically set out in the Plans and specifications.</p> <p>Federal laws and regulations require that the successful bidders be contractually subject to applicable federal contract provisions and that the bidders incorporate such provisions in each subcontractor, material supplier, or service provider contract or agreement used for the proposed project. The full text of each contract provision, its source law or regulation, and its applicability to the proposed construction contract are contained in the Contract Documents. Certain contract provisions are included in this Notice to Bidders by reference while the full text is included in the proposed construction contract:</p> <p>(1) Buy American Preference requires all steel and manufactured goods be produced in the United States;</p> <p>(2) Foreign Trade Restriction prohibits the use of product or services from a</p>	<p>foreign country that discriminates against the United States as published by the Office of the United States Trade Representative;</p> <p>(3) Davis-Bacon Act ensures that laborers and mechanics employed receive pay no less than the prevailing wages and fringe benefits determined by the Department of Labor;</p> <p>(4) Affirmative Action Requirement sets goals for minority participation in federally funded projects;</p> <p>(5) Government-wide Debarment and Suspension requires that bidders must certify that they are not suspended, debarred, or excluded by any Federal department or agency;</p> <p>(6) Government-wide Requirements for a Drug-free Workplace prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the Owner's workplace.</p> <p>A certified check or bank draft payable to the City of Plymouth, Indiana, or a satisfactory bid bond, executed by the Bidder and an approved surety company in an amount not less than five (5) percent of the bid, shall be submitted with each bid.</p> <p>(1) The bidder must supply all the information required by the bid on proposal forms.</p> <p>(2) The bids shall be based upon rates of wages at least as high as the minimum rates established by the Davis-Bacon wage rate determination included in the contract documents.</p> <p>The Contract Documents including the Instructions to Bidders, project Contract Forms, project General and Special Provisions, Standard and Supplemental Specifications, and Bid Proposal are on file at the Plymouth Municipal Airport, Plymouth, Indiana and at the office of Woodport, Inc., 333 North Alabama Street, Suite 200, Indianapolis, Indiana, 46204. Copies of the Contract Documents may be obtained for the non-refundable cost of document reproduction and shipping, from Reprographic Inc., 437 N. Illinois St., Indianapolis, Indiana 46204, between 8:00 AM and 5:00 PM by telephone at 317-537-3377 or online at <a href="http://www.reprographic.com">http://www.reprographic.com</a>.</p> <p>The Owner, in accordance with Title VI of the Civil Rights Act of 1964, (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex and consideration for an award. MBE's interested in participating in the construction program and bidding upon the project, upon request, will be supplied with information of Plans and Specifications desired.</p> <p>The Owner is cognizant of the time limitation for awarding contracts and giving Notice to Proceed pursuant to IC 36-1-12-6. However, due to the time requirements anticipated for obtaining approval of appropriate public agencies, and other required procedures, it is anticipated that the contract cannot be finally executed and Notice to Proceed be given until October 11, 2022. Accordingly, bidders should be prepared to grant an appropriate extension of time pursuant to IC 36-1-12-6 at the time of making the tentative award to the lowest responsible bidders as determined by the Owner.</p> <p>No bidders shall be allowed to withdraw their bid after its opening unless written approval is granted by the Owner. The Owner reserves the right to waive any informalities in bidding if such waiver is in its best interests and conforms to local laws pertaining to the letting of construction contracts and to reject any and all bids.</p>

**Open Bids**

**Division A Paving Bids:**

**Phend & Brown**

Base Bid:  
\$2,474,189.04

**Milestone Contractors North**

Base Bid:  
\$2,464,017.36

**E&B Paving**

Base Bid:  
\$3,480,254.01

**Engineering Estimate**

Base Bid:  
\$2,750,000.00

**Division B Lighting Bids:**

**Michiana Contracting**

Base Bid:  
\$416,181.94

Additive Bid:  
\$52,000.00

**Engineering Estimate**

Base Bid:  
\$450,000.00

Additive Bid:  
\$60,000.00

Commissioners Morrison and Bockman moved and seconded to take the bids under advisement in utilization towards an FAA Grant Application. The motion carried.

**Airport Engineer's Report**

Shillington states that Woolpert is now at the point where they can now manually put in invoices. He states that the accounting department has sent him an invoice for design document preparation for the parallel and connecting taxiway scope of work which culminated in these bids today. He requests the Boards approval of the final Woolpert Invoice #9 in the amount of \$17,818.33 for payment using local funds to signify a completion of design services.

Houin asks if they have these local funds on hand at this time.

Shillington responds by stating that the good news is that even if they do not, they did finally get notification for reimbursement of the AIP 025 for these design fees that was not claimed under phase one in the amount of \$72,493.00 in which he will prepare a pay request for the next meeting. He adds that it will time pretty well that those funds will be available to pay this \$17,818.33. He states that it will take longer for INDOT to get their 5% reimbursement share of that grant together but once they do you will get another \$4,027.40 from these costs.

Houin asks if approving these pending funds coming in is applicable to Shillington.

Shillington agrees.

Commissioners Houin and Morrison moved and seconded to cover Woolpert Invoice #9 when the funds become available. The motion carried.

Shillington states that the AIP 023 grant funds are in the amount of \$1,062,970.00 of which \$888,020.73 has been claimed as of tonight. He states that there will be an invoice from Woolpert at the September monthly meeting. He states that in Phend & Brown's Invoice #4, he did find an error. He states that they charged for 17 items but two of those were already charged last month so that deducted \$1,080.00 from this invoice. He states that the corrected Phend & Brown Invoice #4 is in the amount of \$52,661.22. He recommends that the Board approves the Phend & Brown Invoice #4 as corrected for payment upon receipting of federal funds and approve the submission of AIP-023 Pay Request #6 to the FAA requesting that same amount as it is a 100% federal fund grant.

Commissioners Morrison and Houin moved and seconded to approve the Phend & Brown Invoice #4 as corrected in the amount of \$52,661.22 for payment upon receipting of federal funds and approval of the submission of AIP-023 Pay Request #6 to the FAA requesting \$52,661.22. The motion carried.

Shillington explains that associated with Phend & Brown Invoice #4 is the Engineer and Airport Management reviewed certified payroll records for compliance with the Davis-Bacon Act. He states that in review of the payroll records submitted to him that he has found, as has Airport Manager Shelley, that they have been paying their mechanics and laborers the correct wages. He recommends that the Board approve the Davis-Bacon review of compliance that was performed for Phend & Brown Invoice #4.

Commissioners Houin and Morrison moved and seconded to approve the Approval of the Davis-Bacon Letters of Compliance Determination for the project to date. The motion carried.

Shillington states that Phend & Brown for Phase 1 Grade and Drain has reached substantial completion of the construction. He states that they have been performing punch-list work and project site maintenance required until temporary grass growth can protect the soil from erosion. He states that work remaining includes replacing the washed away seeding and mulching, awaiting some wetter weather to complete. He states that Shelley indicated one area that needs addressing in the second phase to drain properly so he will address that in the second phase but overall, he believes the project went well. He states that they still need to complete a final inspection after they let the site sit a little and get grass growth.

He states that previously he reported that additional quantities of over excavation of soft soil and replacement with geogrid and aggregate would increase the construction cost of the project. He states that he came to the Board expecting that to be a \$9,000 increase to the project but based off apparent quantities, including this extra work, will be closer to \$5,000. He states that the one unknown is that they came across about a foot of top soil which the soil borings back in 2018 showed them to be no thicker than four inches out there. He states that right around where they built the connecting taxiway, they had come across a foot of top soil that the contractor had to excavate out. He states that he does not have the number yet for the additional top soil but it should still stay around the \$5000 increase but if he underestimates that then it may climb.

Houin asks where the topsoil is stockpiled.

Shillington responds by stating that it is stockpiled at the east end. He states that it will be used in the next phase. He explains that the area out there does not have much top soil, and of course where they pave, they do not want top soil, but even the areas outside that have temporary seed. He states permanent seeding which is the typical lawn grass they need top soil. He adds that there still will be a stockpile left after that because they are spreading it at about the same thickness, they stripped it.

Shillington states that they just opened bids for the next part of the Airport CIP Plan for Phase 2 and Phase 3 of the extended parallel taxiway. He explains that they are going after year-end discretionary funds that may or may not be there. He states that if the money is there then they accomplished two more items off your 2022 list but if not then they will try in 2023. He states that the last one under 2022 is the Rehabilitate Hangar Building, which were the bids opened at the last meeting. He states that he has used the bids and created and submitted AIP-026 application to the FAA via email on August 10, 2022.

He states that the 2023 plan was to build off Phase 2 and 3 of the parallel taxiways. He states that during a Microsoft Teams meeting with the FAA and INDOT they described that the plan is to widen the existing portion of the taxiway in front of the hangars to get a little bit more wing clearance and then to resurface that portion of the payment. He explains that was part of a newer project and not part of an older CIP so that was not programmed or planned so they moved it to 2023. He states that now that the AIP-026 design reimbursement grant has been received, is the Board willing to locally fund the design portion of this grant. He states that he will leave that for now but he will come back to that point.

He states that for 2024 it was land acquisition using infrastructure funds and then to attempt to have a T Hangar building built on some of that property to increase hangar storage. He states that INDOT has accelerated the submission deadline for their next CIP. He states that normally the next CIP would be wrapped up in January of 2023 but that deadline has been moved up by two months and is due at their November meeting for 2022. He states that they have decided that it is just too late in the grant season to react to these type of pop-up projects if you have them.

Shillington states that he happened to be at the Airport talking to Shelley at the time and was shown sinkholes at various places on the airport. He explains that concern was expressed about the condition of the Elmer-Seltenright culvert. He states that Sheley wanted to bring up that it may not be a good idea to take on the maintenance of a new property and perhaps something for the Board to think of is drainage improvements as they are a greater priority than land acquisition. He states that if they can come to a consensus with that then he will adjust their priorities to move up drainage and attempt to get that done earlier and they will wait on the land acquisition.

Houin asks where these sinkholes are.

Sheley responds by stating that they are right in line with the culvert. He adds that some of them have gotten big enough to toss the podium in and it would disappear. He states that his concern is if that is happening next to the runway then what is happening underneath the runway. He states that if a sinkhole were to open up right underneath the runway, then they have no way of knowing when the FAA is going to come out with a paving machine to fix it. He states that it could easily

be a year or two before someone would be out there. He explains that he would rather address it now and make sure there is no problem instead of waiting for the problem to show up.

Houin asks if it is something that they can dig down to themselves.

Sheley responds by stating that it is something that someone has to survey from the inside of the culvert.

Houin asks what the diameter is.

Sheley responds by stating that it is about 5-6 feet. Sheley states that they are going to have to have a survey and see if there is some caving in or rusting. He states that the sinkholes are now on both sides of the runway.

Shillington states that there are other sinkholes probably from field tile so he envisions that they have to go in and replace their old field tile.

Bockman asks if they looked at that Culvert when they paved over it.

Sheley states that he has some pictures when they performed work on it.

Surrisi states that they had Hunter Transit work on it the last time.

Houin asks if it will have to be replaced or lined.

Shillington responds by stating that they would have to have an experienced service go through and inspect it. He states to replace it they would definitely have to cut through the runway so the lining does make sense.

Houin states that there is place in Rochester that has robotic cameras for gutters, sewers, or city municipalities.

Shillington states that it is big enough that you could walk it. He states that this is something to think about and they will readdress it at the next meeting.

Houin asks how long it is.

Sheley responds by stating that it goes from the north side all the way down to where the ditch comes up on the south side. He states that it is more around 150 yards.

Shillington adds that it is about 600-700 feet. He states that the goal is also to extend that culvert and to grade the airport property so that it is flat.

Shillington states for the Rehabilitation of the Aircraft Hangar door, the talks came down to proceeding with the base bid. He states that the additive bid and alternate bid will not be asked upon. He states that R. Yoder Construction, in a very close bid with Strebig Construction, was the low bidder of the base bid. He states that they are proposing to install a higher power hydraulic door. He states that he does not think this would take a motion but as long as there was a consensus to proceed with notifying R. Yoder as being the apparent low bidder and preparing the construction

contracts so they are ready for award when and if the FAA grant is received. He explains that the reason he states that is because he believes the project is eligible for federal funds. He wishes to clarify that he has not used these funds before and that he has not done this particular project before so this can still be rejected as not being eligible. He explains that he does not believe that is going to come out of the Chicago District office but rather it would happen more in the regional office or Washington D.C. He states that the argument is because he qualifies this as building rehabilitation as it is but he can understand that someone else can come to a different conclusion. He lists where each expense will go in the application for the federal grant he had submitted. He states that another scenery is that the bid is issued but they decide that they are not interested in funding that particular bid.

Houin asks how long it will be before they find out if they are interested.

Shillington responds by stating that he wishes he did. He states that he believes it needs to be out to them by the end of September. He recommends the Board's approval of the AIP-026 Grant Application and the authorization of any Board member to electronically sign the grant offer when and if the grant offer is received via email if it comes before the next meeting.

Commissioners Houin and Morrison moved and seconded to approve the AIP-026 Grant Application and the authorization of any Board member to electronically sign the grant offer when and if the grant offer is received via email if it were to come before the next meeting. The motion carried.

Shillington states that he had briefly discussed this under the discussion about their CIP. He states that in 2023 the Board had requested that federal funds be available to widen and resurface the existing parallel taxiway. He states after further thought that it should be bid in May in order to have it ready. He states that in order to prepare these review materials and prepare the design documents in time to request funding in next year's AIP 027 grant, would the Board consider locally funding an estimated \$72,010 design Professional Service Agreement later in the year after or close to the time the AIP 026 design reimbursement funds are received.

Houin asks if they are still putting the new taxiway in lined up on the center of this expansion.

Shillington responds by stating that they are and that it is the same offset.

Bockman states that this is all a timing thing. He states that he does not oppose this enough to not do it but he does not think it is good business. He states that to pay for something that is not approved is not good business. He states that he doesn't want to stop them if that is what they want to do but a general rule in his opinion is that it is not smart.

Surrisi asks if this is something that they have to do.

Houin responds by stating that it is not and that it is to get wider airplanes past the building safely.

Shillington states that it was something that was brought up as an observation from Sheley that would be nice to have. He states that since they are out with machines doing 3000 feet that it would be cheaper to be ready to do it for this. He states that they certainly can hold off.

Bockman understands and states that he just wished to state his opinion. He adds that he understands the reasoning for it but it is not something that they should do all the time. He states that they shouldn't get in the habit of putting themselves on the hook locally for stuff that has not been approved. He states that timing wise with another project that he understands everything has different circumstances.

Shillington states that he believes the pertinent thing to do since they will know by the end of next month whether the Phase 2 or Phase 3 grants are approved. He states that if it has, then there is an opportunity to do this. He states that if they don't, then it is going to move to 2023. He states that they can wait for the design grant next year but based off Bockman's comments it may be best to wait 2 months to find out where they are grant wise. He states that if they are in the position to pave next year then this becomes more of an issue and if you are not then this can wait.

The Board agrees.

Houin adds that it would be nice to see them both done at the same time but it would be nice to see where the funds are first.

Bockman states that they are all on the same page and he agrees with what he is saying. He states that he wouldn't want to create their own problems either.

Morrison states that he agrees and they are not in the business to expose themselves to unnecessary risk so if they can have their cake and eat it to by deferring for a month and seeing if they have a better lay of the land at that time then that is the right thing to do.

Sheley asks if their Fall CIP meetings they do with the state and the FAA fair out on whether or not they will get this.

Shillington responds by stating that they have not responded to their justification requests so they would not be in a position to say yes or no unless it started. He states that as of right now they would not be in a different position from where they were last year.

Houin states that he is going to assume the ground surface of where they are going to do that expansion underneath where they put in the first pavement that they did the groundwork as it should have been and it should be basically prepared for pavement.

Shillington states that generally grade is always steeper than pavement is so it wouldn't be at the same slope so they would still have to skim off some top soil.

Houin states that it shouldn't be a considerable amount.

Shillington states that compared to what they are doing now that it would be very small.

Shillington asks if the Board they would approve the submission of an AIP grant application based off these bids just in case the FAA asks for them. He states that it can wait but if the FAA were to call him and state that they need this right away that he would need approval.

Commissioners Houin and Morrison moved and seconded to approve the submission of an AIP-027 Grant Application based off the bids that were opened tonight. The motion carried.

## Airport Manager's Report

Subject: August 2022 BOAC Meeting

1. Annual cert on AWOS done
2. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that the certification went well and they recommended to him to occasionally clean the glass that is for the laser that gives cloud altitudes. He explained to use a soft cloth and water. He adds that Windex or something similar would put a haze on it which would cause it to stop working.

He states that a couple days after that the FAA was out to check their VASI lights and they ended up calling him to come give them a hand as they had driven into one of the sinkholes. He states that it is not under the runway but it is along the field tile on the east end of the runway. He explains that they had a fairly new Chevy Long Bed Pick-Up and the rear tires were not touching the ground as they hit a hole that was around 3 ½ foot deep. He states that he pulled them out rather easily but they did have a bit of damage to their fender. He states that he knows the holes there and it is one of two that he dodges along that field tile with the tractor as he is mowing.

He states that he had a tenant move out and he has since been replaced with two new tenants. He states that one is a United Airlines Pilot out of North Liberty who is still assembling his own plane. He states that knowing he was bringing it to the Airport to assemble it he made a modification to their normal contract to give him time to get it assembled before they would start charging him the penalty fees that are normally charged for something that is not air worthy. He states that at the same time he knew that nobody else was waiting for a hangar so that was the fair thing to do.

He states that he has found someone he believes he is going to replace Davis with and he wishes to still keep it under wraps for who it is going to be.

### Other Business


There was nothing at this time.

### Acceptance of Correspondence

- Runway and Grounds Inspection Report
- July 2022 Financial Reports

Commissioners Houin and Morrison moved and seconded to accept the correspondence as presented. The motion carried.

There being no other business to come before the board, Commissioners Houin and Bockman moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:29 P.M.



Kyle Williams  
Recording Secretary