

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

December 13, 2022

City of Plymouth Board of Aviation Commissioners met in regular session December 13, 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, Hupka and Morrison who were physically present. Commissioner Mersch was 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 Hupka and Houin moved and seconded to approve the minutes of the regular session meeting of November 15, 2022. The motion carried.

Airport Engineer's Report

Shillington states that as a reminder there is still an outstanding invoice in the amount of \$17,818.33 which it is subject under AIP-025 for reimbursement so the city should be seeing another \$72,493.00 as soon as this payment is wrapped up. He asks if the state emailed them a \$4,000.00 grant.

Bockman responds by stating that they had received it.

Shillington states that as soon as that invoice is processed, INDOT will be providing their share of the reimbursement in the amount of \$4,027.40. He states that the big news for the Parallel Taxiway Grade and Drain is that they held their final inspection. He states that he has the minutes of that final inspection meeting attached to the report. He states that the important things are that the work was deemed acceptable. He states that there was the issue of grass cutter, he states that when they put down their temporary seeding and mulching that it wasn't too soon after that a two-inch rain came and washed everything away. He states when Phend & Brown came to address the cleanup and some of the erosion that occurred, they never came back to reestablish the temporary seeding. He states that he had emailed Phend & Brown a couple of days after that and he has attached the email to his report. He sums it up by stating that they are waiting on Phend & Brown to say if it is their intention to come back in May and put another application of seeding down or to work out some discount.

Houin asks if by May they will be doing asphalt.

Shillington responds by stating that would be nice but he believes the chances for that are slight. He states that this would just be to make sure that they got the work that they paid for and for whether or not it is needed it may just be discounted. He states that two paperwork administrative items resulted in that final inspection. He states that the FAA asked that the Board approve the AIP Final Inspection Report as part of the project grant closeout documentation. He states that he has filled it out based on the minutes of the final inspection. He also recommends the Board to approve a Construction Final Acceptance certification pending a successful resolution of the seeding issue.

Houin asks if he knows when they will get back to us to discuss the seeding issue. He states at this point with the weather it is not going to get seeded this year.

Shillington responds by stating that he thought there may be a chance for temporary seed as there is some winter seed in there but the contractor's seeding guy said that temporary seed would not grow at this time.

Morrison asks if they just agree to each go their separate ways on this seeding question, then what is the resolution as far as the issue. He states that they do not get paid for part of it and we don't get seed and then come next Spring, he asks if they seed it themselves.

Houin responds by stating that they tear it up and put asphalt down.

Shillington states that he makes a good point as theoretically that is the next step. He states that if they knew timing that would be an easier decision.

Houin asks if they are going to get back with Sheley or with Shillington.

Shillington responds by stating that they would get back with him. He states that either they will have an intent letter stating that they will come back in May and that won't impact the cost. He states that the other option is that he comes back with a change order stating that they are deducting however many thousands of dollars.

Houin states that with the schedule that they have he would prefer to go with the deduct option. He states that they are hopefully putting in asphalt by that time.

Morrison states that at a certain point it is throwing good money out the back since it is all going to get pulled up.

Houin states that they will put grass in and then they will tear it up two weeks later.

Sheley adds that he wishes he was as confident as they were.

Hupka states that he could go get a bag of grass seed if they need one.

Shillington restates that it is recommended that the Board approve the final inspection documents.

Commissioners Houin and Hupka moved and seconded to approve the AIP Final Inspection Report and the Construction Final Acceptance certification pending the Engineer's decision on a successful resolution of the seeding issue. The motion carried.

Shillington states that on the third item of his report, the Rehabilitation of the Hangar Door, has been in the hands of the FAA. He states that this is the one that Victor Iniguez for the past two months has stated that it will come in two weeks. He adds that for several periods of two weeks it still isn't here. He states that R. Yoder Construction is still the one that is the lowest bidder. He adds that he has emailed Iniguez again today and has not seen a reply.

He states that for the fourth item on his report, their attempt to get fiscal-year 2022 supplemental funds for the taxiway funding. He states that they discussed the \$16,480.00 activity last month and it is still announced by the FAA that the year-end money is still not allocated out so they are still waiting. He states that he still does not know what they are waiting for but there still is the slight opportunity as they have not said no yet. He adds that they also have not issued any grants. He states that this invoice would also be a nice one to get paid for reimbursement upon either successful year-end 2022 funding or he will come back to this later in his report when it comes to the grant pre-application for 2023.

Shillington states that last month they approved their new 2023 Capital Improvement Plan (CIP) and since the Hangar Door Grant has not been issued, it becomes their first priority. He states that they have already taken care of everything that needs to be done and they are just waiting on the FAA. He states that because they did open the bids for the Parallel Taxiway Paving and Lighting that they have the values in the amount of \$2,615,000.00 for the Paving and \$525,000.00 for the Lighting. He states that he did also add the two REIL lights for Runway 10 that Sheley wanted to add so that is the one difference from what they did last year. He states that there may or may not be a pre-application form that gets added.

He states that leads to the seventh item on the agenda which is fiscal year 2023 and what the Board has to do to get into position to be successful with grants for 2023. He states that there are a few documents that the FAA requested on December 1st in which he has sent them draft copies that he is providing to the Board tonight for approval and signature. He states the first item is a letter from the Board to the FAA saying that you do not intend to use your fiscal year 2023 infrastructure money. He states that they are using fiscal year 2022 to fund the hangar door and defer use of infrastructure money until 2025. He states that they are saving the infrastructure money to buy a snow plow for 2025 and then to reconstruct their parallel taxiway in 2026.

Morrison states that there is a typo on Attachment #7 on the last line before the closing that states, "Please contact use" and it should say "us." Shillington noted that.

Shillington states that alongside the Deferment Letter there is also a Use Intent Letter which states that the Board intends to use the Non-Primary Entitlement (NPE) money to help fund the parallel taxiway work. He states in the AIP-027 Grant Pre-Application you are asking for \$3,234,120.00 using your NPE money, some state reimbursement money, and then the FAA discretionary funds that they are waiting for in both 2023 and 2022. He recommends that the Board approve the two intent letters and the Pre-Application for the taxiway work.

Commissioners Morrison and Hupka moved and seconded to approve FY 2023 BIL fund Deferment Intent Letter, FY 2023 NPE fund Use Intent Letter and FY 2023 AIP-027 Grant Pre-Application identified as Attachments #7-9 in their engineer's report. The motion carried.

Shillington states that with the ending of Fiscal Year 2022 with the federal government and the start of Fiscal Year 2023, there are two Federal Financial Reports to be approved by the Board. The first being the Year-End FY 2022 and the second being the Project End AIP-025 which was reimbursement of locally paid Parallel Taxiway design identified as Attachments #10-11 in the engineer's report. He states that in the attachments you see you had the opportunity to get \$72,493.00 reimbursed to you in which you have asked for those to be sent to you and that was the same amount that was expended. He states that there are two active grants in Fiscal Year 2022. He lists AIP-023 which was the Grade and Drain Project and AIP-025 which was the

project end. He states through those two grants you were authorized to receive \$1,135,463.00 in which they got, in that fiscal year, \$940,809.48. He states that means there is \$194,653.52 yet and that is what the closeout documentation for the Grade and Drain is asking for. He recommends the Board approve the two Federal Financial Reports.

Commissioners Houin and Morrison moved and seconded to approve Project End AIP-025 and Year End FY 2022 identified as Attachments #10-11. The motion carried.

Shillington states for those that read through his final inspection minutes, the implication of this FY 2022 Year End Financial Report is that you did exceed the \$750,000.00 threshold which triggers a federal audit. He states that whenever State Board of Accounts (SBOA) start asking whether a federal audit applies towards your grants through the AIP, the answer would be yes.

Morrison asks if it is SBOA that does the audits themselves on behalf of the federal government.

Surrisi responds by stating that it is SBOA and states that they just concluded one for 2020-2021.

Morrison states that it may not be an issue then but if it comes to pass that SBOA would ask them to do this audit that there is the possibility that their firm would do it. He states that his firm has been contracted by SBOA before to do numerous local entity audits around the State of Indiana such as libraries, various political subdivisions, etc. He states to let him know if it comes to pass because he may have to recuse himself from an independent standpoint. He states that he gets notification for each entity that they are told to audit and he has to review those to make sure that he is not connected. He states that he should see it but asks if they do first to let him know if it would ever come to pass and he was still on the Board.

Shillington states that he is unsure if the Board gets involved in those audits.

Surrisi states that they do not really but they may choose to pull some of these records and look at them. He states that he thinks they only do them every two years now and that they just had one that was both federal and regular. He states that at least for the people who introduced themselves and gave them the engagement letter that they were all SBOA employees.

Morrison states that he is unsure how they chose but he would normally receive an email with a laundry list of entities within the State of Indiana where they have been contracted to do on SBOA. He states that once he saw those lists that he would look to make sure that this body was not on the list just because he would have to address that he is a commissioner.

Surrisi asks if they give them a bulk rate because he was surprised because they had to pay them for their services and they are only charging \$120/ hour.

Morrison responds by stating that it brings a tear to his eye to hear that. He states that the details of the engagement are outside of his purview.

Shillington states that it is too early but when it does come to pass that the SBOA does perform this audit, that as long as they account for it separately from their normal audit functions that the cost may be reimbursable for the AIP federal grant. He states that from his understanding and dealing with this at other places, SBOA can separately account for that time and it usually comes up to being \$15,000.00-\$18,000.00. He states that they don't usually charge you for it but they

instead keep your tax receipts. He states that they can definitely put that cost into a future grant to get you reimbursed.

Airport Manager's Report

Subject: December 2022 BOAC Meeting

1. Taxi work inspection, info forwarded about seeding
2. Plow and snowblower ready, tractor at street department to have large blower mounted.
3. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states that the Taxi work inspection was already discussed in Shillington's report. He states that the snow plow and the snowblower are ready to go for the season. He states that Zach Davis used to take care of mounting the snowblower on the mower. He states that he had the Street Department come over and Joe Deisch who will be coming to work for him January come over to work with them on changing it over so he will know how to do it when it comes time to take it off. He states that our tractor is at the Street Department to have the large blower mounted on it. He states "our" tractor because at the end of the year the department heads are responsible for getting capital asset reports finalized and the Street Department during this time has done the paperwork to transfer it over to the Airport.

He states that some of the other things that have come up since he wrote this report is last week, he copied all of them on the operations tracking contract and that has been taken care of. He states that if there are any questions on it, he will be doing a training session on it tomorrow morning on all the different tracking information that becomes available.

Houin states that when they first came out with the new transponders the FAA made it clear that they are not using them to track anybody and that was the only item they are doing it with. He asks if it is private companies running this and not the FAA. Sheley agrees. Houin states that they are not tracking you, they got someone else doing it for them.

Sheley states that you can still pay those private companies to block your number so another way for them to make more money.

Houin asks if they block your number if they still track when you took off or landed.

Sheley responds by stating that when they block your number, they actually have a fictitious number. He states that it is common for charters to call a few days in advance of coming to Plymouth and if they are one that is blocked, they will provide him their fictitious number so that he can track them by that. He states that a common one when you fly around the Indianapolis region is ".com" and they are someone who pays extra money so that nobody knows who they really are.

Sheley states that the one action that he has for them has to do with their Crop Lease. He states that last year they gave Langfeldt a reduction of 4.43 acres and he had already paid the lease and they had to refund him for those 4.43 acres. He states that is the area that top soil and subgrade stockpile is at on the northeast end of the property. He states that stockpile is obviously going to ruin his chance of being able to farm it this coming season and he would question if it will ever be

farmed again as he does not see that stockpile going away. He states that sometime when they are able to get it graded out, they had concerns of what would be left in the way of quality topsoil. He states that at that time they can look at soil samples and see what needs to be done with it. He states that at this time what he would like to see happen is have someone make a motion to reduce his contract by the 4.43 acres so that the contract can be rewritten.

Commissioners Houin and Morrison moved and seconded to reduce the acreage by 4.43 acres for the Crop Lease Agreement between the Board of Aviation Commissioners and Jon Langfeldt. The motion carried.

Sheley states that Joe Deisch should be starting with them on the 16th of January. He states that they are excited to have him starting with them and he has already compiled a list of things for him to do. He states that gets him into the new year with the Police Department so he will see the City's raise on his pension and the 16th is the beginning of a pay period so the Clerk-Treasurer's asked for him to start at the beginning of a pay period to make it easier on paperwork. He states that when he was unable to fuel some aircraft because of his hand that he was able to help him out.


Sheley states that before the meeting he told the Mayor that they have a meeting Thursday morning in town and he is actually meeting with a teacher up at Mishawaka High School about a program they offer. He states that she is coming down to meet with them to see if they can't get a CTE Aviation Maintenance program started up. He states that he is on the Aviation Education Board for Ivy Tech and they had a meeting this morning. He states that Ivy Tech is moving forward to be the education provider for Lift Academy in Indianapolis and they have already started moving aircraft from Indianapolis International to Columbus where Ivy Tech is. He states that they have a really neat WW2 Hangar there that they are renovating for them to be operating out of. He states that at some point they see that they may be moving the whole lift operation down there.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- November 2022 Financial Reports

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

There being no other business to come before the board, Commissioners Morrison and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:12 P.M.



Kyle Williams
Recording Secretary