

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

June 13, 2023

City of Plymouth Board of Aviation Commissioners met in regular session June 13, 2023 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 Mersch who were physically present. Commissioners Morrison was absent. Also present were City Attorney Sean Surrisi and Airport Manager Bill Sheley. Airport Engineer Mark Shillington attended virtually. The public was able to see and hear the meeting through Microsoft Teams.

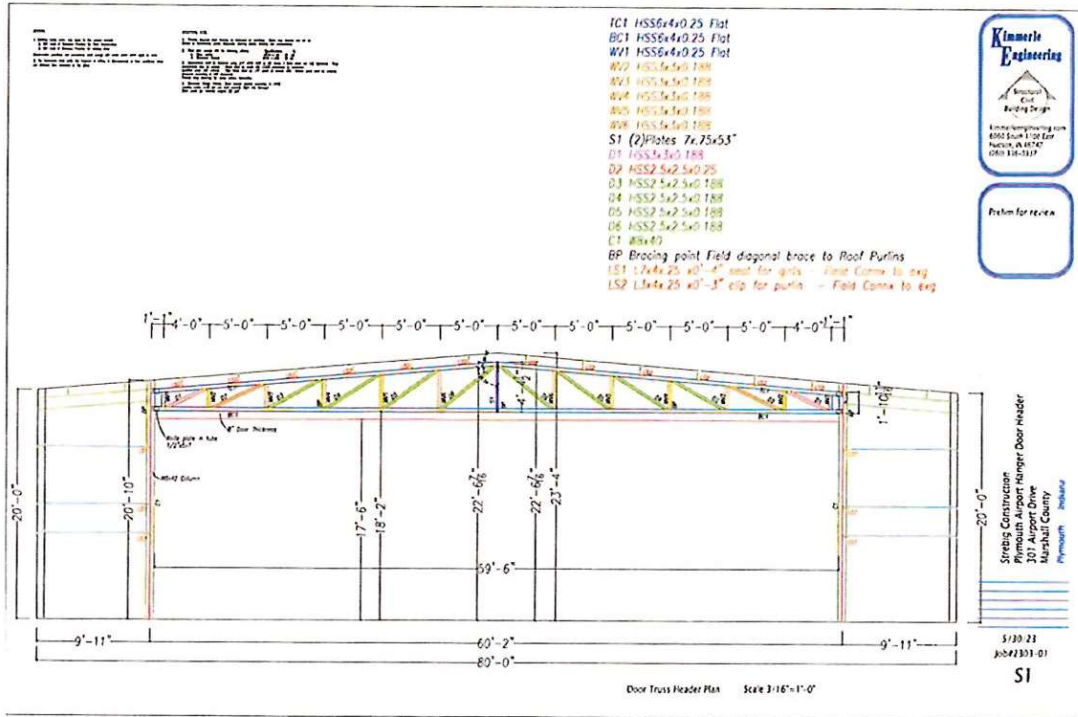
Commissioners Hupka and Houin moved and seconded to approve the minutes of the regular session meeting of May 9, 2023. The motion carried.

Airport Engineer's Report

Shillington states we have received our last reimbursement from the FAA for AIP-025 this year so the only reason it is still on this report is because we are waiting to see when INDOT will be providing their share of your reimbursement in the amount of \$4,027.40. He states he asks the clerk's office to see if they have seen that payment and they have not yet. He states whether it came in over the current month or if it still is outstanding that the last action item for that is for you to received your \$4,027.40 for your reimbursement.

Shillington states last month he presented five bid closeout documents to get the final payment for the FAA out of the grade and drain project. He states with Bockman's signature he can start wrapping up that project. He states with Phend & Brown being done all they have left is to pay the final bills.

Shillington states for AIP-026, which is for the rehabilitation of the hangar building door, there was an on-site meeting with Higher Power Door, Strebig Construction, Strebig's structural engineer, Sheley and Curtis Brown with Woolpert. He stated it was decided that each of the buildings had some hangar beams that were in the way of the construction so the structural engineer is devising a way to replace those beams. He states at first, he reported to the Board last month that they thought it was not feasible for Hangar "B" but feasible on Hangar "A" but apparently there is a truss that can fit in Hangar "B." He states Randy Strebig sent Sheley and himself an email that showed a drawing with a truss. See attached image below. He explains that it does not mean much to him at this point but all indications are stating there is a suitable replacement for the roof header to allow Hangar "B" to be the one that gets the door. He states he did ask Strebig, because this was not included in the original project, what the cost was and he was reluctant to give him a cost because he had not seen the actual bill of materials. He explains he pressed him and he said \$20,000-\$25,000 so he sent an email to Victor Iniguez, who is your Chicago FAA Representative, to let him know that we would like permission to get you reimbursed for this extra beam cost.



Shillington states in his opinion we have two ways to go about this but he is not sure if these infrastructure grants follow the same rules as a normal airport program grant (AIP). He states for an AIP grant you can ask for an extra 15%. He assumes that would be correct for the infrastructure grants but he just is uncertain. He explains it would just be easier if in your next infrastructure grant to just include this particular cost and not try to amend AIP-026 that you have. He states he has still not heard back from Iniguez but hopefully there is enough in your funds to draw out of to cover that \$20,000-\$25,000 to keep the project going while you wait for your reimbursement. He states in looking at your Capital Improvement Projects (CIP), your next infrastructure grant request is going to be snow removal equipment. He states that is something he knows Sheley has been looking for and asks if that is still something he is interested in.

Sheley responds by stating he is still interested as the tractor they are using is a 1994 model.

Shillington states in your CIP that particular request was for 2025 but in looking at it closer because of this beam issue he estimated cost of what a tractor would cost you means you have enough infrastructure money in 2024. He figures the tractor plus your beam cost you can decide in your next CIP to request that next year instead of 2025. He states he will bring that up next around Thanksgiving time for when they will provide your new CIP to INDOT. He states if that sounds good to you to move up the snow removal from 2025 to 2024 and putting this request in then he will start working towards that plan. He does not believe it will require official board action but if there are any concerns if they follow that track with your new CIP in your reimbursement.

Shillington states last month they brought up the fact that someone with the FAA brought up they did not like the way the SAM.gov entity was set up so he is not sure if there was any progress in deciding what to do with your SAM registration.

Williams responds by stating there was not a location he could find to put a division name but there are other grants that the city utilizes SAM.gov for that are not airport related. He recommends getting in contact with someone at the FAA to see what would need to be done first before any changes are made.

Shillington states he would have to revisit that letter to see if there was a number to contact for questions.

Williams adds he believes the letter was dated 2022.



U.S. Department
of Transportation
**Federal Aviation
Administration**

Airport Compliance and Management Analysis

800 Independence Ave. SW.
Washington, DC 20591

May 3, 2022

Re: Sponsor Compliance with 2 CFR Part 25 & 2 CFR § 200 UEI and SAM Requirements

Dear Airport Sponsors:

Shillington states he is uncertain how long that letter has been circulating in the FAA's office space. He states if we are looking for a direction we can look back to the generator of this letter and see if there is some type of example for exactly how they would like to look at it.

Houin asks if they are only looking at changing one truss instead of two.

Sheley responds by stating it is just the header truss.

Houin asks for clarification if the truss will be coming in pre-built.

Mersch asks where they are at on height right now.

Sheley responds by stating 14 feet.

Mersch asks if that will be high enough to clear your sails.

Sheley responds by stating that will give him everything that he needs.

Airport Manager's Report

Subject: June 2023 BOAC Meeting

1. Reworked latches for "A" hangar door
2. Water leak below ground above shut off of frost-free spigot, contracted repair.
3. 50 students registered for 2023-24 CTE Aviation program.
4. 70 students registered for CMA Summer Camp Aviation program.
5. Rebuilding pick-nic tables, wood all rotted.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states they reworked the Hangar "B" latch so it would latch a little bit better. He states they have an underground frost-free faucet that is leaking above the shut-off. He believes he may have left it on during a Friday evening and Hupka was kind enough to shut it off after it had already flooded a big area. He states they have since got the locates done and a contractor said it would be a week or two before they could get out there to get it done so that will be taken care of. He states they have right around 50 students registered for this year's CTE Aviation program.

Houin asks how many schools that includes.

Sheley responds by stating that 10 schools for what Plymouth includes plus one student from Bremen that is not included in that program. He explains for the position he has for the State Association he knows there are about eight programs in the State for a total of about 150 students registered for this coming year so we have a full third of what the is going on in the State. He states of this graduating class they have 5 that are going on for Professional Aviation and 4 from previous classes that are currently doing very well at Liberty University, Purdue and Embry-Riddle so the program has been very successful. He states for CMA Summer Camp, registration is Thursday and Friday this week and camp will kick off over the weekend. He states they have 70 students registered for Aviation and at the end of the program, of that 70 only 15 are seniors that will be flying all the time. He states the middle age group of which there are not very many will fly 2-3 hours and all the rest of them will as a minimum come out for a discovery flight.

Hupka asks if they will end up with a private pilot certificate when they are done.

Sheley responds by stating because of insurance reasons and the amount of insurance Culver was requiring it is now going to tailored to be more like their High School program where if they want to be able to get some type of certificate, they need to do it outside the Summer Camp. He states this camp is more determined as a leadership camp and not a pilot's license camp.

Houin states they are just building hours at that point. He asks if you will get a solo out of it.

Sheley responds by stating not anymore. He explains they were at one time but he was told at the way things are going it looks like the insurance premiums are turning it more into an education program versus getting a certificate.

Houin asks if the High School program provides a solo.

Sheley responds by stating they do not. He states all the administrators at the school agreed that the kid's would not solo in the program or else they would not have allowed them to fly. He states the only way they would do that is contracting with a flight school outside of the program and there are quite a few students that are doing that. He states out of the program you get ten hours so you will only need ten more hours to solo.

Houin thought you could solo at five hours.

Sheley states not anymore. He states it is not like it was in the old days.

Other Business

Sheley lists:

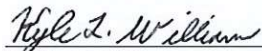
- Fireworks being fired on the corner of Lilac Road and Plymouth-Goshen Trail. Flight schools aware.
- City Council notified of Spongey (Gypsy) Moth spraying.
- Made arrangements with NIPSCO to allow them to lay out a gas line on Airport grounds.
- Request from Hupka to get a list of updates on Alphaflight. Activity, graduations, achievements, etc. Suggestion from Houin for quarterly updates.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- May 2023 Financial Reports

Commissioners Hupka and Mersch moved and seconded to accept the correspondence as presented. The motion carried.

There being no other business to come before the board, Commissioners Hupka and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:01 P.M.



Kyle Williams
Recording Secretary