

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

October 10, 2023

City of Plymouth Board of Aviation Commissioners met in regular session October 10, 2023 at 6:32 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 and Hupka who were physically present. Commissioners Mersch and 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 September 12, 2023. The motion carried.

Airport Engineer's Report

Shillington states Strebig Construction has been working on the new hangar door and he has visited the site a couple days. He asks Sheley if he can provide an update on the door.

Sheley responds by stating they have the framework all assembled and they will be raising it into place tomorrow.

Shillington asks if they have verified that windows will be a part of the door.

Sheley responds by stating the owner of the garage door company out in front of the airport came out today to measure for the window and they contracted him to put the window in.

Shillington states they had an invoice from Strebig Construction back in February for them to order the door. He states his first request to the board is that Strebig Construction submitted their second invoice in the amount of \$81,410.63. He explains they submitted the invoice without withholding the retainage so he went ahead and marked up Strebig Invoice #2, which he included in his email to Sheley. He states he has advised Strebig to withhold their 5% retainage so he recommends the Board approve the Engineer's revised Strebig's Invoice #2 which reduces the amount due by the 5% retainage in the amount of \$81,410.63 upon receipt of federal funds. He states associated with that invoice is preparation of AIP 026 Pay Request #3 which will request 90% of that from the FAA in the amount of \$73,269.57. He states the INDOT share of that would be \$4,070.53 and the Airport share will match INDOT's share.

Commissioners Houin and Hupka moved and seconded to approve the Engineer's revised Strebig Invoice #2 along with Pay Request #3. The motion carried.

Shillington states he would imagine by your next Board meeting that the door should be in. He states their contract is initially for \$122,693.00 but we have since added that new header beam which was a Supplemental Agreement of \$33,550.00. He states they are due about \$150,000 and this brings them up to about \$90,000 so they still have \$60,000 left.

Shillington states at the prior board meeting it was mentioned that it would be a good idea to have a meeting with INDOT and the FAA to discuss what they expect will happen in the future for the parallel taxiway. He states they did have a virtual meeting on October 2nd with the FAA

and INDOT staff in which they discussed the future of the parallel taxiway. He explains the takeaway items from that meeting was the Chicago Airport District Office (CHI-ADO) has given that parallel taxiway funding in 2024. He explains it was given the highest priority level available in order to complete for discretionary funds next year. He states he knows Rob Esquivel, who is the Assistant Manager, and Victor Iniguez, who is your Program Manager, had assured us that it is in the system to be funded next year with the highest priority that they could give the project. He asks if that guarantee's funding next year. He responds by stating it does not but they seem to be fairly optimistic so they will see where that goes. He explains they did mention it would be a good idea to separate the lighting portion from that and while the paving portion looked good, they would recommend removal of the lighting as it has a lower priority. He states there is a good chance if the paving is funded that the lighting will not be a part of that. He explains they could pursue the lighting as a separate discretionary fund or they could perhaps pursue some State funding. He states in discussions with State Senator Mishler, there is the possibility of adding that as a legislative item because the State is having success at funding airport projects on their own and that is at a 100% loan. He states unfortunately timing wise there is nothing for next year in the State House to fund that so you would have to wait until 2025. He explains the plan for the parallel taxiway is to complete for discretionary funding at the highest priority level for next year but yet they will still continue to pursue a relationship with Indiana State Senator Mishler to perhaps get the lighting for 2025 picked up by the State. He states they could say if they fail to get the funds in 2024, they could try to include the paving in the State's program as well in 2025. He explains they have a couple of avenues, one in 2024 and one in 2025.

Shillington states the other item is they have had so much of your infrastructure funds going towards the snow removal equipment and evaluation of the potential repair for the culvert that runs across the runway. He states the FAA agreed that they can continue to request infrastructure funds for those projects and that funding does not have to be dedicated to the parallel taxiway so they do not have to commit BIL funds to the taxiway in order to get it funded. He states with that being said he thinks the plans for next year's Capital Improvement Plan (CIP), as laid out in his attachment, could still be a very valid way to go. He explains if the Board gives him verbal direction, then he will prepare your CIP Submittal for your approval next meeting following the project priority plan schedule he has in that spreadsheet.

Commissioners Houin and Hupka moved and seconded to proceed with the CIP submitted at this time. The motion carried.

Surrisi states he sat in on that meeting with Sheley and he was really encouraged. He explains Sheley had been worried that there was not going to be good news but everybody at the FAA sounded positive about it.

Shillington states whether they were just giving them lip service that it is hard to tell. He explains they did give them \$1 million to churn up the dirt and who wants to live with a bunch of dirt out there.

Surrisi states they did add the caveat as it was the first day back to work after they avoided a government shutdown. He explains they all said it is dependent on if the government is still running and they avoid World War 3.

Shillington adds that Aviation Indiana's Conference started today. He explains he is monitoring construction at Clark Regional Airport near the Ohio River so he will not be attending.

Airport Manager's Report

Subject: October 2023 BOAC Meeting

1. B Hangar door Header and supports installed, door assembly in process.
2. CIP Meeting report
3. M & B hangars south walls exterior metal has rusted through in several locations, have reported on warrantee form to manufacturer.
4. Suggested New Fees for "M" hangar with new door: Monthly \$500 starting Jan 2024 (currently \$450)
Starting Fall 2023: Turbo Prop (i.e., TBM, Pilatus, King Air) \$100 per day/night
Starting Fall 2023: All Jets (i.e., All CJ's, Leer, Beech Jet, Phenom 100) \$200 per day/ night
5. Water leak below ground above shut off of frost-free spigot. Replacement Complete.
6. September Alpha Flight Check rides passed. 1 Multi-Engine & 1 Multi-Engine Instructor (MEI)
7. September Cleveland Helicopters Check rides passed: 1 Private.
8. Alpha Flight in process of Starting Part 145 Maintenance School, FAA inspection 9/21 went well.
9. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states the M & B Hangars south walls exterior metal has rusted through in several locations. He states he has shown it to two of you and has reported it on the warrantee form to the manufacturer. He explains they did call him and ask if he had any proof that the material came from them and he did find an affidavit in the file that shows it is who it came from. He explains the one who wrote and signed the affidavit is the one he originally reached out to and he explained that he did work for the supplier at one point as well so they will be able to recognize it is someone who worked for them. He states he has not heard back from them in a few days but they will see what happens.

Bockman asks how old the exterior metal is.

Sheley responds by stating between 9-11 years.

Bockman asks for clarification that there is a hole through it.

Hupka responds by stating it is all the way through on the B Hangar. He asks where it is at in the M Hangar.

Sheley responds by stating where they have the sign that has the fuel prices on it. He states it is just to the east of that probably 4-5 feet in from the corner of the building.

Bockman asks if it is on the ground.

Hupka responds by stating these are about six feet up in the air. He states they go all the way through and that he didn't notice it until they were out there looking at that pump. He states it is extremely unusual.

Sheley states it is just the south side of the building. He explains the north, east, and west sides of the buildings are fine.

Bockman states he has metal that has sat on the ground like that that is seriously 40 years old and it does not have holes in it.

Sheley states the people who put the door in gave them a quote of \$9,700 to reskin the south side of one building. He states he told them he was waiting to see what he can get from the manufacturer but he doubts they would spend the money to reskin the whole building. He states they will probably just touch up what is there but he is waiting to hear what the manufacturer says.

Sheley states with the new hangar door being installed that he would suggest they revise the fees for that hangar and change the monthly to \$500 and continue to move it up over the next couple of years. He states as soon as they can get everything published, through the city council, and approved, then they should start charging the rates listed below.

Suggested New Fees for "M" hangar with new door: Monthly \$500 starting Jan 2024 (currently \$450)

Starting Fall 2023: Turbo Prop (i.e., TBM, Pilatus, King Air) \$100 per day/night

Starting Fall 2023: All Jets (i.e., All CJ's, Leer, Beech Jet, Phenom 100) \$200 per day/night

Sheley states the reason it says per day is because some people may just want to come during the day in the Winter time and just want to be inside and leave out that same day. He explains it would be the same fee if it was overnight. He states he came up with those numbers by talking to a couple of other airports as well as talking to the pilots/ owners of the aircraft that they would typically putting inside. He states it is slightly less than what he talked to some of the other airports about but pretty close to numbers they charge. He states these are all numbers that all of the pilots agreed they would be more than happy to pay.

Hupka asks why the jets would be higher. He asks if it is because we could put fewer of them in that building.

Sheley responds by stating that is a reason but typically they are used to paying more. He states he can fit two or three turbo props but he could only fit one turbo prop and one jet. He states for a TBM or Pilatus, he could probably fit that inside without having to move the other stuff.

Hupka states it does make sense as they can justify it by looking at the building and its occupant and space.

Sheley states he would like to keep in mind that this is a Hangar that is rented out completely but he has made arrangements with people whose airplanes they keep in it. He explains we can fit them in the other hangar and they have agreed if we can have that opportunity if we move them around. He states it is Alpha Flight with Norris and Marohn and they are really happy with what we do to take care of them and they are happy to work with us for us to have the opportunity to improve the airport.

Commissioners Hupka and Houin moved and seconded to give favorable approval to move on the new fee schedule for the "M" Hangar as presented. The motion carried.

Sheley states he spoke to the Board of Public Works and Safety last night but the Common Council members were in the ordinance so he spoke about the updated fee schedule last night because a week from Monday when they have their next city council meeting that he will be starting his next

night class. He states he will have those for the next ten weeks so he will not be at a city council meeting for a while. He explains they will see your minutes from tonight and they already have an explanation from him on what they will be doing there so he sure it will get passed without any problems. He states he did tell them last weekend was Parent's Weekend and this weekend was Executive Board meetings so between the two weekends he had ten large aircraft come and go. He states several of them were the same aircraft that came in and out several times but between all of that they had three that spent a total of six nights between the three that they could have been charging this fee too and they would have been happy to pay it. He explains their investment in this new door is between \$9,000-\$10,000 and they can make it back within a year when they start charging these fees and you add in the fuel sales as well. He states he spoke to one of the owners that came in about it and he commented about the runway in the winter time with his pilot standing there. He states he told him he stays in really good contact with your pilots whenever there is an issue and he commented about last year when he had surgery on his finger and it was instructed, they should not come in due to the snow on the runway. He states last year when he had the operation on his finger due to the cat bite that it was the same night, they got their worst snow last Winter. He explains it was not snowing in Indianapolis but it was pretty bad up here so he called them to let them know that they had a snow event so they ended up going to South Bend, which most of these larger aircraft due in the Winter time. He explains the man said if you keep in touch like that and the runway will be clean that they would much rather come in here and pay the money to be inside.

Sheley states the water shut off is finally fixed and it is fixed with a valve that doesn't spray everyone when they shut it off. He states it now drains below instead of above.

Sheley states in September Alpha Flight had two check rides passed, one being Multi Engine and one Multi Engine Instructor. He states Cleveland Helicopter had one private pilot and she was in her late 60's that had 200 hours and never soloed before she came to Plymouth. He expresses that she was ecstatic when she passed her check-ride.

Hupka states with 200 hours and not soloing that somebody was taking advantage of her.

Sheley explains that flight schools are ripping people off out there when it comes to helicopters and it is unbelievable. He states that is \$100,000+ that she had invested and had never soloed but Cleveland got her through her check ride. He explains she had a lot of great things to say about Plymouth Airport.

Sheley states Alpha Flight had an inspection on September 21st with the FAA and they were very complimentary about the facility and very positive about that within less of a year they should have their 145 Approval. He explains that means it would be an FAA approved maintenance school facility and that would be something they could add to their High School program but that is not the reason for it. He states the reason is so they can start a post-secondary school for maintenance so there are more opportunities for growth. He states the FAA was very positive about the facility and he asked them where we can put them when they start their school. He states they did sit down and talk for a while and he did suggest to them that maybe it would be a good use starting out for the Sherk Hangar until they outgrow it so we will see what happens with that.

Other Business

Sheley lists:

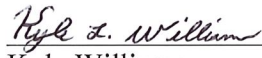
- Best September we have ever had for fuel sales by gallons.
- New load of fuel being delivered on Saturday.
- Takeaway from FAA meeting on October 2nd is that our project was earmarked so we should be a priority going forward.
- Had wind sock bulbs replaced. Burned out wiring on some of them.
- Wind sock to be moved in future when taxiway is worked on.
- New snowblower has been in over a month.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- September 2023 Financial Reports

Commissioners Hupka 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 Hupka and Houin moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:04 P.M.



Kyle Williams
Recording Secretary