

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

November 14, 2023

City of Plymouth Board of Aviation Commissioners met in regular session November 14, 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, Mersch, and Morrison who were physically present. Also present were City Attorney Sean Surrisi, Airport Manager Bill Sheley, and Airport Engineer Mark Shillington. The public was able to see and hear the meeting through Microsoft Teams.

Commissioners Hupka and Morrison moved and seconded to approve the minutes of the regular session meeting of October 10, 2023. The motion carried.

## Airport Engineer's Report

Shillington states item number one on the report is the BIL funded hangar door project. He states that project is substantially complete and the action items he is aware to finish the project is installation of a viewing window, conduct a final inspection for the punch list work, and to determine release of retainage. He adds even after tonight they will still have 10% of retainage and then it is up to him to fill out all the close out documentation that the FAA requires and then request final payment.

Hupka states he talked to Sheley partially about that and asked if it was supposed to also get painted where the slightly rusty beam is. He explains it may be rusty by Spring.

Shillington adds they can take a look at that.

Hupka states that is just a primer coat and there are gouges where there is exposure. He assumed it would be painted white. He believes Sheley said something about waiting until Spring to paint it when the weather is more permissible.

Sheley states they would be waiting until Spring for us to pay it. He states as far as he understands it is not a part of the contract.

Shillington states he is not exactly familiar with it but they will make that determination.

Shillington states that Strebig did submit their Invoice #3 dated October 25<sup>th</sup> requesting \$54,234.17 but due to the circumstances of the project, specifically the Supplemental Agreement which was not part of the original AIP-026 grant that it was determined during the course of action that the header beam needed to be replaced in order to get the clear height the project was aiming for. He states you agreed to pay that locally so he requested the contractor, Strebig, break their Invoice #3 of \$54,234.17 into two invoices. He explains one would be the AIP-026 Invoice #3 in the amount of \$22,361.67 and the Invoice #4 which would be your portion of the Supplemental Agreement in the amount of \$31,872.50. He states this request would be the same just broken up into two invoices instead of one. He adds that he has not received those two revised invoices yet but he believes it is safe to request that the board approve the invoiced amount of \$54,234.17 in preparation of the revised invoices as requested. He states also

associated with that new invoice #3 is AIP Pay Request #4 to cover Strebigs Invoice #3 in the amount of \$22,361.67. He lists out the various shares associated with that amount. He explains the Supplemental Agreement will have to be covered at such a time and that the next infrastructure grant will have that as a reimbursement. He restates that he would request that the board approve the Strebigs invoiced amount of \$54,234.17 split over two revised invoices, one for AIP-026 and its associated Pay Request #4, and the one for local payment until such a time when they can get the next infrastructure grant to reimburse that.

Mersch asks what amount is for the engineering fees.

Shillington responds by stating there is no Woolpert Invoice associated with these.

Mersch asks if the \$31,872.50 is for the extra bracing across the top. Shillington agrees. Mersch asks what the \$22,361.67 is for.

Shillington responds by stating that is part of the project that was associated with AIP-026 so it is included in the grant which is part of the door.

Commissioners Mersch and Morrison moved and seconded to approve the Engineer's revised Strebigs Invoice #3 and Invoice #4 in the amount of \$54,234.17, along with Pay Request #4 to the FAA in the amount of \$22,361.67 as presented. The motion carried.

Shillington states whenever there is a federal job requesting compensation such as this, that he has to review the invoice for compliance with the Davis-Bacon Act. He explains he has prepared two review letters that are attached to the report. He requests the board approve the conclusion of compliance as laid out in the October 10<sup>th</sup> review letter for Invoice #2 and the November 14<sup>th</sup> review letter associated with Invoice #3.

Morrison asks if the conclusion is the same in the November 14<sup>th</sup> letter as it is in the October 10<sup>th</sup> letter.

Shillington responds that it is as they are both in compliance.

Commissioners Morrison and Hupka moved and seconded to accept the correspondence from Woolpert for compliance with the Davis-Bacon Act as presented. The motion carried.

Shillington states he has a separate attachment which is your new Capital Improvement Plan (CIP) based off the conversations with the board previously and the Airport Manager in a couple meetings. He states it is comprised of a cover letter addressed to Michael Buening, who is the Chief Airport Engineer for INDOT's Office of Aviation. He states it has a project list on Sheet No. 1 and he would direct the board's attention to Sheet No. 2 of that cover letter which is a new addition to CIP's that he is introducing which is an executive summary of changes which provides an overview of what is different from this CIP and last year's CIP. He reads aloud the changes below:

**Executive summary of changes in this year's CIP submission:**

1. As shown above in the 2024 open grants list, a grant for last year's number 1 project (Modify Aircraft Hangar Building B) was obtained in 2023 and the project is removed from this year's CIP submittal.
2. As discussed in a virtual CIP meeting on October 2, 2023, the number 1 priority project to extend the RWY 10/28 parallel taxiway and construct connecting TWY's A3 and A4 remains as a complete project (as opposed to splitting the project scope into phases); however, the taxiway edge lighting component of the project is separated as a new stand along project requested in a later fiscal year than the paving construction. In addition, the cost estimate of this project was increased to account for additional inflation.
3. As discussed in the October 2, 2023 virtual CIP meeting, new priority project number 2 (Purchase Snow Removal Equipment) is moved to FY 2024 from FY 2025 using BIL funds. In addition, the estimated cost of the project was increased based on an actual SRE dealership quote obtained by airport management.
4. A new project to reimburse the airport for additional local expenditures required during the Modify Hangar Building B project as described in project Supplemental Agreement #1 is added as the third priority project in FY 2024 using BIL funds.
5. The separated taxiway edge lighting component to the expand parallel taxiway project requested to be paved in FY 2024 is a new priority project 4 for funding in FY 2025. In addition, the cost estimate of this project was increased to account for additional inflation.
6. A new project to reimburse the airport for local expenditures planned in 2024 to construct classrooms attached to recently purchased Hangar Building E is added as the fifth priority project in FY 2025 using two years of BIL funds. The classrooms are needed to accommodate planned Lift Academy pilot training starting in March, 2024.
7. To accommodate the new FY 2025 projects listed above, last year's number 4 and 5 priority projects (Rehabilitate Existing Parallel Taxiway A; Design and Wildlife Hazard Site Visit, etal, respectively) are changed to number 6 and 7 priority projects and delayed until FY 2026 along with the second year of BIL fund reimbursement of the classroom construction.
8. The remaining projects included in last year's CIP are delayed one or two years.

Shillington states with Sheley's help he has updated your list of locally funded airport improvement projects which is attached. He states he has added the 2023 items which adds up to \$56,540. He states it is always a good idea to show you don't just have your hand out waiting for federal funds and that you are actually spending the community's money to update the airport. He recommends the board approve submittal of the new prepared CIP as presented.

Morrison states on page 5 where they talk about modifying Building "E" that they name Lift Academy in there and he is uncertain if there would be any heartburn about identifying someone like that or if they would prefer to generically refer to them as a third party in the case something changed. He states maybe it is common to list them but you are picking one party out and identifying them. He states he knows it is not confidential information.

Sheley suggests that it should not be in there. He agrees that they should not be named until they have it in writing.

Bockman agrees that it should be taken out.

Morrison states we could generically identify them as a third-party training provider or something similar to that.

Shillington states he would recommend that with that revision.

Sheley adds that he believes it names them in another place.

Shillington notes that he will locate it.

Commissioners Morrison and Mersch moved and seconded to approve submittal of the new prepared CIP with the amendment to remove specifically identified potential tenants and replacing it with a generic reference as presented. The motion carried.

Shillington states with the CIP the FAA is looking to be notified what your intent is to use these federal funds in 2024 is. He states he has written two letters on behalf of the board to Victor Iniguez who is your Program Manager saying that it is your intent that your Non-Primary Entitlement (NPE) dollars go towards the construction of taxiway pavement. He states it is also your intent that your 2024 BIL dollars be used for purchasing snow removal equipment and the amount left over will be reimbursement for your header beam. He recommends the board approve the two intent letters for submission to the FAA.

Commissioner Morrison and Hupka moved and seconded to accept both draft letters as currently presented to be sent to the FAA. The motion carried.

### **Airport Manager's Report**

Subject: November 2023 BOAC Meeting

1. B Hangar door complete, less small window to be installed. Already made income we would not have received.
2. New Schulte snow blower in and being mounted on tractor.
3. M & B hangars south walls exterior metal has rusted through in several locations, Manufacturer denied warranty, claims the insulation on back side is holding moisture at purlin against the siding.
4. Alpha Flight hosted 25 Counselors/ Principals for a CTE meeting 11/8 to promote our high school aviation program
5. September Alpha Flight Check rides passed. 1 Private (CTE student senior in high school)
6. September Cleveland Helicopters Check rides passed: 1 Private, 1 Commercial.
7. Culver Academies hangar/ office needs discussion, Republic Airlines COO visiting on 11/29
8. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states Strebig received a quote locally to put the window in and it came back high so Strebig will take care of the window themselves. He states they were sending him pictures of different window choices today and he told them that the easiest and cheapest would be best for him because all he needs is something to see out.

Sheley states the new Schulte snow blower that wasn't supposed to be in until February is in and he is taking the tractor out to get it mounted on it as soon as he finishes up some mowing.

Sheley states for the M & B Hangars, the south walls exterior metal has rusted through in several locations and the Manufacturer called him and denied the warranty. He states the claim is the insulation on the back side is holding moisture against the siding where it rusted through.

Morrison asks for clarification that they replaced that metal at some point recently. Bockman and Hupka agree.

Sheley responds by stating between 9-12 years ago.

Houin asks if the insulation was not approved insulation.

Sheley explains they said the insulation was probably stuck to the siding and that's what is holding the moisture against it. He states the wall is finished so they would have to tear the wall apart to look.

Bockman states the insulation is stuck to the siding because it is touching the siding.

Houin states the insulation is put on, the tin is put on, and it is all screwed together.

Bockman remembers when they put the steel on the terminal building. He states they had to push hard on the insulation to put the metal on because otherwise it would be sticking out. He states it is definitely touching but that wouldn't be against any code or warranty.

Sheley responds by stating the rust is right where a cross purlin would be and they are saying that is holding the moisture.

Hupka asks if they reinsulated that when they put new steel on or was that the previous insulation.

Morrison responds by stating his recollection is when the old metal came off in spots that it was not there.

Bockman asks what the plan is.

Sheley responds by stating he does not have one and that he is just reporting.

Mersch asks if it is a small area or good-sized areas.

Sheley responds by stating it is rusted clear through in several areas the size of a soccer ball. He adds Strebige gave them a quote for \$10,000 to reside it all.

Morrison states he knows it wouldn't look great but he is wondering if they could get away with putting a patch in where you cut out the area.

Houin states it is more than one elevation.

Bockman believes when it is replaced, we should find out why it is doing that because this isn't normal.

Houin adds that even the other side of the building is not rusted. He states it is the same building, same metal, and same insulation.

Bockman states they could do a temporary fix but if they were going to redo it then it would be good to know why it happened the first time if that answer is out there.

Hupka states the worst-case scenario is that it will happen everywhere else because those buildings were done first so now it is going to progress to everything.

Sheley states they had 20-25 Counselors/ Principals out last week. He states they do quarterly meetings for the CTE Program and three years ago we had got them to start those meetings at the airport to see our program and talk to some of the students.

Sheley states he may have to sit down with Surrisi later this week because he got Culver Academies connected with Lift Academy and the COO of Republic Airlines will be visiting. He adds Republic Airlines owns Lift Academy. He explains they are coming up on the 29<sup>th</sup> of November to meet with Culver and then will be visiting Plymouth. He states the idea is them basing three aircraft out of Plymouth eight months out of the year. He states the problem is they need office space and we have none so that is the reason for the talk about Hangar "E" (Sherk Hangar).

Shillington states he referred to that space as classroom space and asks if that makes a difference.

Sheley responds by stating it should be office space because they have classroom space, they should be able to use. He states they should be able to use the classroom space in the summer time during the Culver Program. He states in the other months, what they will need is office space to be able to sit down with individual students.

Mersch asks if that hangar is insulated.

Sheley responds by stating that hangar is not insulated. He describes it as nothing but bare studs and metal with a concrete floor.

### **Other Business**

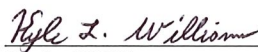
There was nothing at this time.

### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- October 2023 Financial Reports

Commissioners Morrison and Hupka 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 Morrison moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:02 P.M.



Kyle Williams  
Recording Secretary