

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

January 9, 2024

City of Plymouth Board of Aviation Commissioners met in regular session January 9, 2024 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, Mersch and Morrison who were physically present. Commissioner Hupka was absent. Also, present were Airport Engineer Mark Shillington, Airport Manager Bill Sheley, City Attorney Houin and Mayor Listenberger. The public could see and hear the meeting through Microsoft Teams.

Deputy Clerk-Treasurer Williams administered the oaths of office to Kevin Morrison and Phil Bockman.

Commissioners Morrison and Houin moved and seconded to approve the minutes of the regular session meeting of December 12, 2023. The motion carried.

## **Election of Officers**

Commissioners Morrison and Mersch moved and seconded to retain the current slate of officers. The motion carried.

President – Phil Bockman  
Vice President – Steve Hupka  
Secretary – Kevin Morrison

## **Set Meeting Dates and Times for 2024**

Commissioners Morrison and Mersch moved and seconded to continue with the same set meeting dates and times for 2024: the second Tuesday of each month at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN with the exception of the November 12<sup>th</sup>, 2024 moving to November 13<sup>th</sup>, 2024 because the City Council is holding their meeting on that Tuesday. The motion carried.

## **Airport Engineer's Report**

Shillington explains for the AIP-026 BIL funded project to rehabilitate the hangar door, that the door is up and running and that a window was not installed. He states he was getting ready to work with Randy Strebig, the owner of Strebig Construction, but then he perished in an aircraft accident.

Sheley states they got a quote from DC Garage Doors for \$1,800 to install a small window and Strebig called and thought it was a little outrageous and asked if we would want them to install something. He states they sent a couple pictures of windows and we picked out a fairly inexpensive window to install and then their quote came in at \$2,400. He states he told to let it go and he has sourced a window from Menards for \$150 so him and Deisch are going to take care of putting it in. He states it is a window that you would put in a garage service door, he states it is a clamshell window where you cut the hole, put a piece in from each side, and then screw in the window.

Bockman asks if he had got any answers as to why it was not originally put in.

Shillington states one of the things he was going to mention to Randy Strebis was that the installation of a window was a part of the original scope of work. He states before they got into that situation, an accident happened. He states one of the things he will discuss with Strebis Construction, since they are up and running again, that they will work to install the window at whatever cost you have and he would propose we retain with their retainage. He states it is most definitely part of the original scope of work.

Morrison asks for clarification that the company itself is continuing on even after the accident.

Shillington responds by stating they must have rearranged somehow to retain ownership and there is a younger gentleman named Zach Willy who reached out to him. He states they have a proposed contract at their airport and that they are still operating.

Morrison asks for clarification that they do not need to take any action in light of everything since the enterprise is still operating. He states he wants to be sure they were not left on the short end of the stick, given that unforeseen circumstance coming to pass.

Shillington responds by stating that it basically affects closeout and the window situation. He states it seems like Sheley has a plan so he will notify Strebis to inform them that it is part of the original contract documents.

Bockman asks Sheley if he still wants to go that route after hearing that.

Houin asks if we are going to deduct \$200 from the bill.

Bockman asks given they now know it is part of the contract, if he would still like to put the window in or if they would want to have DC Garage Doors put it in.

Sheley responds by asking if they will save any money if they do it themselves.

Houin responds by stating the only thing changed is all that they would deduct.

Sheley asks if the quote amount was already taken care of.

Shillington responds by stating he does not know the details.

Sheley states if it is going to cost us \$1,800 more, say we round it to \$2000, and they are responsible for 5%, that it would only cost \$100.

Shillington states you do not have to make a decision today.

Sheley states he would say to let them do it then.

Shillington states in November, Strebis submitted an invoice for their remaining work, not including their retainage. He states because the header beam work was not a part of the original scope of work and change ordered in with the concept of us paying that locally until this year's grants to reimburse you that it should not have been on the same invoice as the normal grant. He states he asked them to revise the invoice for us to process, then there was a delay due to the



situation, but they have now got us the revised invoices. He states there is AIA #3 for \$22,361.67 and then there is AIA #4 for \$33,550.00 and those are the correct revisions. He would recommend the board approve the revised invoices as submitted.

Sheley states we already have a P.O. created to pay them.

Morrison states if he understands, both of the invoices have been reviewed as valid invoices for the job, the work has been complete. Shillington agrees. Morrison states he was confused trying to compare the information on the first page of your report with the copies of the invoices he sees.

Commissioners Mersch and Morrison moved and seconded to approve revised Invoice #3 in the amount of \$22,361.67 for AIP Payment and revised Invoice #4 in the amount of \$33,550.00 for local payment. The motion carried.

Shillington states the reason for the revisions is that Strebigs' revised Invoice #3 is part of your current AIP-026 grant so therefore he recommends submission of AIP-026 Pay Request #3, which only includes the \$22,361.67.

Commissioners Morrison and Houin moved and seconded to approve AIP-026 Pay Request #3 as presented. The motion carried.

Houin asks if the \$33,550 is still on monthly payments.

Sheley responds by stating he asked the city council for an additional appropriation and it was approved with the understanding that we would get it funded in a grant sometime this year. He states he has since written and got an approved purchase order for it so we have the money sitting there waiting to pay it.

Morrison asks Shillington if he has that on his to do list for once the grant year roles over that he will be submitting that.

Shillington responds by stating he will be bringing that up right now. He states there is actually two proposed grants for next year. He states first one would be potential AIP-027, which is to finish out the earthwork of the parallel taxiway and the paving. He states if you recall, we have been passed over for funding over the last couple of years. He states we had a conversation with INDOT and FAA, where they ensured us, this was their highest priority and that they have prioritized this in their office as much as they can. He states they suggested because he thought maybe if it was broken up into smaller parts, that it would be easier, to at least fund part of it, but they assured us that it is viable in its entirety. He states they did recommend pursuing the lighting in a separate project. He states what he did on December 1<sup>st</sup>, 2023, was create a pre-application for AIP-027, which is part of the papers he provided. He states this will be a plan application for that taxiway work. He explains it is saying his estimate for this grant will be \$2,796,920 and that includes administration expenses, construction, etc. He states two years ago we opened bids for this project and Milestone was the low bidder. He explains he has reached out to Milestone to see if they are in a position to hold their bid prices. He states at that time, we were coming out of covid and their prices were at a high but they could have dropped. He states there is an opportunity, even after two years, where they could say their bid is good. He states they said they

will look into it but they have not got back to him, otherwise we will have to rebid and make a grant application based off the new bid prices.

Houin asks if they accept it, we won't have to rebid it.

Shillington responds by stating if they agree to hold their prices, then we use the bid we got in 2022. He states generally the FAA will be looking for this at the beginning of May. He states we can go to June, but for this situation, he would imagine by March we would make a decision to go with the previous bid or we would rebid it.

Morrison states we have been in an inflationary environment but he is unsure about two years.

Shillington states the asphalt portion of it may have held steady or came down.

Morrison asks if it would be advantageous for us to rebid it to get cost savings with lowered material costs.

Shillington responds right now with no knowledge of 2022 prices, he would say that if they agree to hold their price, then he would say you would not beat it by too much if it was rebid. He explains it would not be worth the risk of getting an inflated cost so he would take the old bid. He states all of our preliminary cost estimates are based off of that, so if we get the grant, then it should be included.

Houin asks if they provided any indication on how long they would need to review it.

Shillington responds by stating it was over the holidays and the guy called him and said he got your message and they are interested in at least looking and we will get back to you. He states we have time, but at some point, he will reach back out to them to see what they looked into. He states if you do not rebid, that you eliminate a lot of prep time as well.

Mersch asks if the high priority Shillington mentioned was for the year 2024.

Shillington responds in agreeance and states if they do not need to rebid but if they did, they would have to put in an actual grant application around the May timeframe so that is when they would have to apply for the grant. He states we are definitely going to apply, but it comes down to how much the FAA has truly prioritized us. He states one of the things he asked to get done in December but it looks like it may not have been done was to formally ask the board to approve the pre-application AIP-027 as presented. He explains he had sent the FAA an unsigned copy, but he would like to send the FAA a signed copy.

Commissioners Morrison and Houin moved and seconded to approve the submittal of the AIP-027 pre-application as presented. The motion carried.

Shillington clarifies this grant also includes reimbursement of the bidding costs that you provided two years ago that was paid locally. He states this will also give you opportunity to reimburse yourself for a local cost.

Shillington states in November you approved your 2025-2029 Capital Improvement Plan (CIP) and he has provided a summary here. He states in 2024, he just talked about the \$2,796,920



parallel taxiway paving. He states you also have a couple of infrastructure items to apply. He states there is the Purchase Snow Removal Equipment and then there is the reimbursement of the header beam replacement in the amount of \$28,149. He states that is at least what is left over in the Bipartisan Infrastructure Funds (BIL) funds so it is a little bit short on what you ended up paying but we did go through the entirety of the BIL funds. He states the hangar door you are doing is AIP-026, the taxiway paving is AIP-027, and then this future infrastructure grant is AIP-028. He states the grant application also was submitted to the FAA indicating your intention to acquire a tractor snow plow. He states his estimate for snow removal equipment ended up being \$310,000. See below for breakdown.

<b><u>Purchase Snow Removal Equipment</u></b> <b>( FY 2024 BIL Funds )</b>			<b>Type I</b>
Airport Administration	=	\$	500
Engineering Services	=	\$	38,225
Snow Removal Vehicle	=	\$	213,365
Snow Removal Plow	=	\$	32,065
Snow Removal Broom	=	\$	9,875
Snow Removal Front Loader Bucket	=	\$	9,510
Snow Removal Accessories	=	\$	6,460
<b>Project Total</b>		<b>\$</b>	<b>310,000</b>

Shillington states this is his estimate, but this will actually be something that is bid out just like we would a construction project. He states we would reach out to a tractor supply to bid this as a lot of them have snow removal packages for their tractors. He asks the board to approve the AIP-028 bid application for snow removal equipment, along with reimbursement for the header beam cost, which was approved for payment locally.

Commissioners Morrison and Mersch moved and seconded to approve the submittal of the AIP-028 pre-application as presented. The motion carried.

Shillington states on the December report, there was an item to take care of but it looks like it did not. He states the federal fiscal year 2023 ended on December 30, 2023. He reminds the board that the federal government operates on a fiscal year. He states it starts on October 1<sup>st</sup>, 2023 and runs until December 30<sup>th</sup>, 2024, so as of October 1<sup>st</sup>, 2023 we are actually in fiscal year 2024. He states you are obligated to submit your grant activity that you did during fiscal year 2023 to the FAA and there is a specific form for that. He states that form is a federal financial report where they require a reporting for each type of grant. He states there were three types of grants for 2023, which were Covid grants, normal AIP grant, and your infrastructure grants. He states our office has prepared on your behalf three federal financial reports. One for combined AIP-023 & AIP-025, one for AIP-026, and one for AIP-024. He states even though these have been submitted to the FAA, that it would be in good practice to retroactively approve submission to the FAA of these three federal financial reports.

Commissioners Morrison and Houin moved and seconded to affirm the submission of the three above-mentioned federal financial reports to the FAA as presented. The motion carried.

**Airport Manager's Report**

Subject: January 2024 BOAC Meeting

1. T Hangar passage door safety switches, several need R/R, Singleton will help.
2. Getting quotes to replace 2 exterior lights with LED's on T Hangars. Both need new bulbs.

3. New Cleaning contract. Penny Pletcher resigned.
4. Sherk Hangar: Pavement, electrical, Rental office trailer for Culver/ Lift. \$60,000
5. September Cleveland Helicopters check rides passed 2 private.
6. New 100LL fuel hose installed, comes up to pressure much quicker.
7. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states he did invite the city council members to come to a meeting sometime to get a better idea of what we do and how some of our processes work.

Sheley states there are several T Hangar passage doors where the switches have been bypassed and a few where the switches are bad. He states Colin Singleton offered to help with this but he wanted to extend the offer to Houin as well. He states Singleton explained that the switches on those doors are about \$300/ piece. He states he suggested some less expensive alternatives to fix them and offered to help us when it came time to do it.

Sheley states there are two new tenants and he has not turned in contracts for them yet. He explains one of them is a Southwest Mechanic that just got transferred to South Bend from Texas. He states he has an airplane that has not been brought up yet so that is why the contract has not been brought up yet but he does have insurance currently for both of them. He states the other one is Anthony Witt, who he believes was the gynecologist at the hospital back when they were doing baby deliveries.

Sheley states for the two exterior lights on the T Hangars, that they both need a lift to reach them. He explains Michiana Contracting came out the other day and they are putting numbers together to replace them both.

Sheley states for the new cleaning contract, he is unsure if they need any vote as nothing has changed on it. He adds they just have a new person as Penny Pletcher had resigned. He states this new cleaner is a local Plymouth woman who had turned down several people that he knew already and so far, she has been doing a great job. He explains that her father was a mechanic during World War Two, working on fighter planes, so she has a little bit of an aviation background and enjoys the airport.

Sheley states the 100LL fuel hose finally got bad enough that here towards the end of the year, that we have got the new one in and installed. He states he did it late enough in the year that he was able to carry the bill over into January. He states he did turn in two purchase order requests today with one being the fuel hose in the amount of \$1,343, which is a 1 inch by 100 feet. He states it was pretty easy to install as he only needed himself and Deisch. He states the air temperature and relative humidity sensor is out or not reading correctly according to DBT, who is our AWOS service company. He states we were notified of that back in November but that was when he couldn't afford to fix it. He states it was \$1,887 and they replaced it about 3-4 years ago and it was about \$1,500 at that time. He adds when he made the comment that they just replaced it three years ago, the FAA Inspector was there and he commented to his surprise that it lasted that long. He explains they are redesigning it to hopefully get better life out of it. He states DBT has been waiting for him to sign the contract to come repair it because they needed a purchase order for it. He states they were waiting on that before doing their normal December service trip. He states in the next couple of days he will get that scheduled and taken care of.



Sheley states for the Sherk Hangar, LIFT Academy is very adamant that they want to be at Plymouth for 8-9 months out of the year to work with Culver. He states they need a hangar and office space. He adds that the Sherk Hangar is the easiest option where we can fit two of the three aircraft that they want to bring. He states as far as office space, Shillington and him discussed different options that may take them up to a year or year and a half to actually get office space they can use. He states he did call a company in Elkhart that supplies office trailers to construction companies and Culver said that would work for them as a temporary. He states for a couple \$200-\$250/month, along with some markup for electric and other things, we could have a temporary office trailer sitting in front of that trailer for the use of the flight school. He states that leaves getting electric put into the building and getting pavement to the back of it. He states he staked out pavement to the back of that building and had a local guy come in and give him a quote for paving to it where he would dig out existing soil, compact stone, and put in asphalt based on our tractor being the heaviest thing that would drive across it as it is heavier than a general aviation aircraft. He states he got of \$27,500 and that is having pavement the full length of the hangar, as well as a small piece to the side so an airplane can be pulled out and pushed to the side in case you needed to get one out that is in the back.

Sheley states there are currently two existing quotes for electric that were \$23,500 and \$24,500 for getting some electric in the building. He states he also got a quote of approximately \$5,000 for having power lifters put on those two doors, once they have electric. He states at the bare minimum, they at least need to get it paved for this to be attractive for them to be here. He states they are in a position of course where Rochester has a new hangar with nothing in it where they have no idea what to put in it. He states they also have another hangar that is empty so they have two hangars that would be viable for them to use if they started looking elsewhere other than Plymouth. He states he has never asked or been in the position to go outside of his budget to get something done but this would take going outside his budget. He states thankfully our new City Attorney was on the City Council and he knows how to go about doing that, along with the Mayor. He adds the Mayor attended one of the meetings we had with the COO of Republic Airlines, who owns LIFT Academy. He states they want to be in Plymouth. He states they have pushed him really hard for office space and he has pushed back really hard by telling them upfront that we do not have office space, but when he came up with this option, they said it could work.

Mayor Listenberger asks what is in the hangar now they are referencing.

Sheley responds by stating there is nothing in it now. He explains that building is a shell building built by a private individual. He states when it was built, they had a verbal agreement for if he sold it that we would get first option and we purchased it at the cost of what it would take to build one. He adds that it is not actually empty as it has two RV's in it, so he charging people storage money while it is sitting there. He states they are all in a position where he can move them out of there if they need to in order to put an airplane in.

Mayor Listenberger asks if this a multi-year contract you would be signing with Republic Airlines.

Sheley responds by stating Culver suggested that they would pay the rent for the Hangar for Republic Airlines so it would be a one-year contract that would be renewable. He states Culver wants to be in Plymouth, and not somewhere else as they have been all around.

Mayor Listenberger and Sheley discuss the benefits of having LIFT Academy based in Plymouth.

Mayor Listenberger suggests getting together and going through the numbers as there are other benefits aside from revenue.

Morrison asks since they are discussing making these improvements but paying for them ourselves, he would assume we would not need to interact with the FAA in any fashion. He asks if they conclude among themselves on how they want to handle this, and moving forward in that fashion, if there is any interaction that needs to be had with the FAA prior to.

Sheley responds by stating he looked into having this done by someone local. He explains the number would be half of what it would need to be if they had to go through the bidding process.

Shillington responds by stating the answer is always yes on whether or not you need the FAA for approval to do things. He states that approval is through your airport layout plan. He explains if we are doing something that is not depicted in your airport layout plan, then it needs to be revised.

Houin asks if that would include wiring in the Sherk Hangar.

Shillington responds by stating it has nothing to do with working on the hangar itself. He states if you are adding pavement and creating new aircraft movements then we want to make sure that is depicted. He states he can't remember if that hangar was there originally when we went through that process but he will look into it. He states the FAA does not have any impact if you wish to tackle a project with your own money, but rather only on the aeronautical function of the airport layout plan.

Sheley states the only impact he would see is if they wanted to apply later on for a grant for reimbursement, so that would mean they would have to work with Woolpert, and they would have to put it out for bid and suddenly it is double the price.

Bockman states they wouldn't want to even try that as it would turn into a nightmare.

Morrison states his question springs from when they did concrete before as the FAA had very specific requirements for if a facility is used for a commercial purpose, because they would not pay for pavement within "x" number of feet.

Shillington states that is the difference between private use and public use as the FAA is only interested in public use.

Morrison states he knew he wasn't going to express it in the way that they were going to express it but he remembered that it was complicated and convoluted, so he wants to be sure we are ahead of that so we can anticipate that in our process.

Shillington states from his opinion, this is a project that would get stretched out to \$80,000, when you can do it yourself for \$27,000.

Morrison states he just wants to be sure we do not stub our toe with the FAA in terms of our airport layout plan.



Sheley believes that the building was already there back when they did the airport layout plan so he would assume that pavement to it would already be included. He states he will get some numbers together and get back to you. He states minimum it would take \$27,000 to get the pavement done but \$60,000 to get everything done.

Morrison states he was writing things down while he was listening and totaled them up to \$56,500 based on the numbers you gave. He states with permanent improvements, he has a little less heartburn because even if this arrangement three years down the road, does not pan out, that they still have the benefit of those improvements, which makes that structure more useful. He adds that he does like the idea of the temporary office trailers because the nice part is it is a scalable answer to that question if they say this is not for us.

Sheley states they are containers that they have converted to office units that just get dropped onto the ground and need hooked up.

Morrison states if it doesn't pan out, then we say we are done with those and they come and pick them up. He states we are not committed in that regard.

Houin asks for clarification that it will not be a standalone attached to the hangar.

Sheley responds in agreeance and states he got a quote for 8 x 20, 8 x 40, and two 8 x 20's. He states they came back and told him that one 8 x 20 would take care of their needs.

Morrison asks how that affects the airport layout plan as it is not a permanent structure.

Shillington responds by stating they are interested in temporary structures as well.

Bockman states it is always good for something to make sense. He states he doesn't want to screw them over but they are also a big company so when you talk about Culver, Republic, LIFT, that we do not owe them a favor. He states he does not think we need to give them anything but he wants it to make sense. He states we would want it to be beneficial for all of us and does not want to subsidize them.

Sheley states if he can make \$25,000/year off of them in a very short time period that they got this money back.

Bockman states that then makes good business sense.

Sheley states three years from now that is \$25,000/\$35,000 more a year that goes into the bottom line of what the airport is making to make them one step closer to being revenue positive that he suggested to try to work towards.

### **Other Business**

Sheley lists:

- Yearly DBT Contract turned in. DBT provides three service trips a year and transmits weather data to NOAA.
- New snowblower installed in December. Installation fee was \$4,742 due to additional electronic and hydraulic controls.


- Ended up utilizing 85% of the budget last year. There was about \$20,000+ worth of things that broke that you do not just budget for and had learned a lesson as it has not happened to that degree since he became Airport Manager.
- Understands the budget is set in stone this year but plans to ask the city council for a little more to cover unexpected expenses.
- Had to add lines to DNR report for animals kept off the runway. List is due in April.

**Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- December 2023 Financial Reports – Not Finalized

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 Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:51 P.M.

  
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Kyle Williams  
Recording Secretary