

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

February 13, 2024

City of Plymouth Board of Aviation Commissioners met in regular session February 13, 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 Mersch and Morrison who were physically present. Commissioners Houin and Hupka were 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.

Commissioners Morrison and Mersch moved and seconded to approve the minutes of the regular session meeting of January 9, 2024. The motion carried.

Airport Engineer's Report

Shillington states after last month hearing about the installation of a window being financially proposed by different sources, that he informed the board that the window was part of the original scope. He states he has since had that discussion with Strebig Construction.

Sheley states they called him last week and promised they would be out within three weeks.

Shillington states he had not heard a reply, other than if it was in the scope of work that they would honor that. He states it sounds like they have found the language he was referring to. He states he did catch on filing the financial pay requests that were invoices he had you approve last month were based on. He states he had the Clerk-Treasurer call him saying there was a \$50.00 discrepancy between a Strebig bill and his change order where he had miswritten instead of \$33,550.00 that he had \$33,500.00, so he said to pay what was on the change order to Strebig and if it makes a difference that he will pay the \$50.00 out of his fee. He states the window issue is all they are waiting on and then they should have the FAA funds to you for the Strebig invoices to date. He states once the window is in, they will settle on the retainage. He states after successful completion of the window, he can come back to you about releasing the retainage.

Shillington states for the second item on his report, he had prepared a grant pre-application for the construction work to extend the parallel taxiway paving and lighting that was based on the cost of the work as bid by Milestone Contractors North in 2022. He states he has attached that bid as part of report as Attachment #1. He states he reached out to Milestone in order to see if they would honor their price back in August of 2022 and Milestone responded by saying, "We have talked internally and can hold out bid price for 2024 construction." He states it assumes to him that they will sign a contract based on that bid price.

Bockman asks why they responded like that.

Morrison responds by stating it sounds like they are trying to give themselves as much flexibility as possible as they do not want to say no but they are not really sure about saying yes.

Shillington states he takes that as they will enter into a contract with you upon successful funding based upon that bid price. He states that is good news in the sense of going through rebidding and it means their price included in the pre-grant application appears to be solid. He states the

next step for this is when the FAA is accepting grant applications, he will submit to you an actual application based upon their bid price. He states for the funding, we should receive word around August and then he will come to you about your opportunity to enter in with Milestone to do that work. He states the previous money you paid Woolpert back in 2022 for this initial bid, which was paid locally, will be reimbursable upon getting the grant.

Mersch asks if he will be submitting in March.

Shillington responds by stating usually something like this goes in May or June. He states March may be a little too early.

Shillington reviews the Airport Capital Improvement Plan as seen below.

The following reflects the Board's newly approved 2025-2029 CIP reflecting both AIP funding and AIG Bipartisan Infrastructure Lay (BIL) funding.

2024	\$ 2,796,920	AIP	Extend Parallel TWY; Construct TWY A3 and A4 – Paving.
2024	\$ 310,000	BIL	Purchase Snow Removal Equipment; and
	\$ 28,149	BIL	Reimburse Header Beam Replacement construction.
2025	\$ 575,000	AIP	Extend Parallel TWY; Construct TWY A3 and A4 – Lighting.
2025	\$ 161,111	BIL	Modify Aircraft Hangar Building E – Reimbursement.
2026	\$ 90,000	AIP	Rehabilitate Parallel TWY – Design.
2026	\$ 35,000	AIP	Wildlife Hazard Site Visit and Improve Drainage (Culvert Study).
2026	\$ 161,111	BIL	Modify Aircraft Hangar Building E – Reimbursement.
2027	\$ 430,000	BIL	Rehabilitate Parallel Taxiway A - Construction
2028	\$ 166,667	AIP	Improve Drainage - Design
2029	\$ 405,000	AIP	Improve Drainage – Construction

Shillington explains there are two requirements for determining what Snow Removal Equipment (SRE) is eligible for purchase with federal funds; the airport's Snow and Ice Control Plan requirements of Advisory Circular 150/5200-30; Airport Winter Safety and Operations Compliance and Advisory Circular 150/5220-20; Airport Snow and Ice Control Equipment. He explains he has prepared an airport Snow and Ice Control Plan to the point the areas of pavement snow removal and their priority have been identified as well as the time allowed for snow removal operations and the airport average annual snowfall. He states based on that information, a calculation of eligible SRE was made which identified the following eligible pieces of SRE as seen in Attachment #2.

Shillington reviews the SRE BIL funded projects request in fiscal year 2024 as seen below. He states it is his intention to take what is eligible to you and try to negotiate with the region. Details on the items below were discussed in length.

<u>Purchase Snow Removal Equipment</u> (FY 2024 BIL Funds)			Type I
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
Project Total		\$	310,000

Morrison comments that it seems this SRE was sized in anticipation of an extended parallel taxiway.

Shillington states it made no sense to not take that potential need into account. He states there is an additional administrative item for federal funding eligibility of the SRE is FAA CHI-ADO's approval of the equipment meeting the requirements of NEPA (National Environmental Policy Act). He states per FAA's Order 1050.1; Environmental Impacts Policies and Procedures, SRE acquisition is a Categorical Exclusion (CAT EX) action. He states based on this Order, he has prepared the SRE acquisition CAT EX submittal outlining the environmental impacts of purchasing a snow plow, which you can imagine, there is none. He states there are excerpts from the CAT EX attached to his report but he did provide the full 30 pages in his email. He recommends the board approve the CAT EX submittal for acquiring SRE.

Mersch asks if the tractor is going to be diesel, gas, or electric given that we are talking about environmental.

Shillington responds by stating he has bought two tractors through this process and both of them were gasoline.

Sheley comments that he does not believe you can buy one now in that size or bigger that is not diesel.

Mersch adds he had assumed since he brought up environmental that they were wanting us to buy an electric one. He states he is aware they are trying to push electric school buses.

Shillington states that NEPA was enacted in 1970 so it did not even conceive electric vehicles. He states to his knowledge it has never been amended and that does not mean it won't be in the future which might address carbon emissions. He states there are eight air pollutants that they track.

Commissioners Morrison and Mersch moved and seconded to ask Woolpert to submit this CAT EX submittal for SRE on our behalf as presented. The motion carried.

Shillington states he will preparing a contract between Woolpert and the Board to continue the preparation of the bidding documents for this equipment, collect the bids, submit the grant application, and provide the reporting necessary when the grant is awarded and you receive the equipment. He states it is part of the project costs, which is at the bottom of page three under the Engineering Services line with \$38,225.00.

Morrison asks if this grant has been appropriated by the federal government and it is now available for grant applications with some negotiations on the way they choose to fund it but a little different than the taxiway expansion. He asks because of the nature of this, if it is more or less likely that we will be successful in our grant application.

Shillington responds by stating he is not sure if this is a legislative thing or just an agency policy thing. He states they are treating these infrastructure funds like they are Airport Improvement Program (AIP) funds. He states they follow similar rules as far as its execution. He states as far as the funds are concerned, they can be considered entitlement funds that are written into the legislation as you receiving a certain amount, whereas the taxiway funding is a discretionary request meaning that it is awarded at the discretion of the FAA so it is a much more secure fund. He states the money for these BIL funds are there and you do not have to wait for someone at the FAA to make a decision as Congress made the decision for them. He states as far the execution, we still have to figure out what will be funded. He states one thing that is different from the BIL funds to the AIP funds is the timing. He states BIL grants are extremely slow as he is still waiting on receiving the grant, he submitted almost a year ago. He states when we apply for AIP funds in May, by definition of the Federal Fiscal Year that they have to get the money out by September. He states there is no restriction on this and he has been waiting 18 months on receiving these grants. He explains that makes anything based on bids very difficult and he has never received an explanation as to why these take so long.

Morrison asks if we are going to have to be strategic about when we bid.

Shillington responds by stating he would say timeframes are so far apart that there is no way to be strategic. He states he will just have to put it in the bid that you give us a price and we can't guarantee when we can contract it so the price will have to be extended. He explains you may have to pay a little more upfront because they will put in a buffer. He elaborates on the fact that INDOT is now reviewing CIP's and they will take this SRE request into account. He states he says that because they changed the timing of this SRE because it was planned in 2025. He states he knows Sheley identified a need sooner than that and the money was available. He explains there was no real reason that it could not be done this year.

Airport Manager's Report

Subject: February 2024 BOAC Meeting

1. Major work on 100LL-several leaks in piping plus required IDEM testing on both systems.
2. Lots of snow & ice, new 102" snow blower works great.
3. Need to approve new cleaning contract.
4. Replacing 2 exterior lights with LED's on T hangars. 1st light is in to install.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states we will need approval for the cleaning contract from last month. He comments there is no change in the contract other than the new person.

Commissioners Morrison and Mersch moved and seconded to approve the cleaning contract previously reviewed at the January meeting. The motion carried.

Sheley states for our 100LL, we were inspected by Indiana Department of Environmental Management (IDEM) underground storage division two weeks ago. He states IDEM was very pleased with what they saw as far as the condition of our equipment, with the exception of some of the equipment being behind on testing that our outside contractor is supposed to be doing. He states in getting the outside contractor to come in and work on that testing that he also got them to look at some leaks that we showed them before. He explains we replaced the fuel hose already, the seal, and now we have a major leak in another area. He states those fuel pump cabinets were put in 1999 and all the manuals we have for them, we can find no existence of that company. He explains they are struggling to find that part that we need and we are waiting for a quote to replace the hose reel completely. He adds that he is sure it will be between \$5,000-\$10,000 but they are still looking for the part as well. He states it is disassembled to the point that he thinks it will be easy to remove and get it over to you Bockman to look at. He states in the meantime they have been doing all the testing to get caught up on. He states last week when they came in, they removed some things that have never been removed before, and some of those needed to be removed every three years. He states in doing so, when they replaced a fuel sensor, he lost 500 gallons of jet fuel that day. He states he addressed it to them today and he double checked where he put the sensor and reset it. He states he lost 582 last week and he got 554 back today. He states it all had to do with where he put the sensor so he is glad with our fuel reports that he was able to figure that one out quick.

Morrison asks if we are unable to deliver 100LL currently.

Sheley responds by stating that is correct and that he has put out a NOTAM out through the end of the month hoping that they will be able to cancel it sooner than that. He states one of the lights was replaced with LED's on the back of the T Hangar and tonight on his way home, he will get a chance to see how it looks. He states if it is bright enough, they are going to give it a couple weeks to see how it works out, they are going to replace the other one as well. He states the Street Department came to help with their bucket truck. He states he did get a quote for \$2,500 to have those two lights replaced by an outside contractor and a couple days later a light salesman came in the door and they bought one of the lights for \$500 and they will save a bunch of money that way.

Other Business

Sheley lists:

- Was able to fit a brand new TBM with the new hangar door.
- Invited to Banquet as Most Influential Teacher
- Awarded Ivy Tech Columbus Campus Recipient of the Third Annual President's Award for Excellence and Dual Credit Instruction

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- December 2023 Financial Reports
- January 2024 Financial Reports

Commissioners Morrison 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 Morrison and Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:11 P.M.

Kyle L. Williams

Kyle Williams

Recording Secretary