

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

March 12, 2024

City of Plymouth Board of Aviation Commissioners met in regular session March 12, 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, Hupka and Mersch who were physically present. Commissioner Morrison was absent. Also, present were Airport Manager Bill Sheley, City Attorney Houin, and Mayor Listenberger. The public could 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 February 13, 2024. The motion carried.

Airport Engineer's Report

Sheley states Shillington is not here so he will review his report. He states the highlights he wanted to hit on is that we still have retainage on the new Hangar Door and we are waiting on them to install the window. He states they called last week and said they would be up within the next two weeks so that would either be this week or next week. He states after that they will schedule the final walkthrough.

He states one of the other items Shillington wanted him to touch on was the discretionary funding for the parallel taxiway. He states he is arranging a meeting with someone from Milestone Contractors to ensure they will hold their number if we receive the money later in the year, which is expected to be in September. He states his concern is if the money comes in in September that they will not have time to get on the project so we will end up having to rebid the whole project. He states because of that Shillington is leaning towards rebidding the project but that is why he is scheduling this meeting with them first to get this nailed down.

Mersch asks if we still get this bid if they will be able to do it this Fall. He asks if they would have to stop in October.

Sheley responds by stating they will stop when the asphalt plants shut down. He states they normally open up in April but if the weather stays like this, then they may open up in March. He explains it shouldn't take them long as they will not have to do any traffic control so it depends on where their paving crews are and what they are doing.

Bockman asks if Shillington is wanting to rebid this for a reason or is it just assumed on how this will play out.

Sheley responds by stating we will know more after we have a meeting with Milestone but he believes that is the way it will go. He states he is afraid they will not get it done yet this year and then they will be out of their promise of doing it this year. He states the concern is we are applying for "x" amount of dollars and then if we have to rebid it that it would be higher.

Airport Manager's Report

Subject: March 2024 BOAC Meeting

1. Major work on 100LL-several leaks in piping plus required IDEM testing on both systems. Still on-going.

2. Fuel farm does require new hose reel.
3. Electric contractor underway on Sherk Hangar.
4. LED's ordered for Sherk Hangar.
5. Sherk Hangar contract with Lift, signing imminent.
6. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley states we have a local machine shop that is working on making a part for us so we will hopefully be up and going later this week. He states we are going to have to replace the hose reel as all of the equipment that was above ground was manufactured by a company that was out of business. He states as soon as we get the 100LL up and running that we will start working on the jet fuel because we know it is not far behind so we will know how much that it will cost us.

Hupka comments that the local machine shop may be able to make parts for that as well.

Sheley states he had someone recommend to him Titan Fuel out of Wisconsin. He states they may be able to replace the equipment that we have. He states the problem is we are under contract with AvFuel for the next three years. He states Titan may be able to buy the contract out or AvFuel may be able to help us replace it with an extended contract.

Sheley provides background for when he started six and a half years ago, about the Airport Fuel Farm. He states at that time, we still had a hard phone line going to our fuel kiosk outside and there was a box by the golf course, that had the wires exposed, so in times there was any moisture at all, our phone lines would go down so our fuel kiosk would go down. He states we were with Phillips at the time, and their system would not allow it to change from the phone line to Wi-Fi, as it was not written in a manner that it would not be secure over Wi-Fi. He states when he called AvFuel, their Sales Rep came right out and handed us a proposal for our fueling kiosk. He states our kiosk at the time was no longer supported by the manufacturer for any software or hardware, so if something was going to break, we would be done anyway. He explains AvFuel came in and offered him to sign a ten-year contract that covered an all new fueling kiosk, which saved us about \$15,000 so he signed the contract and switched everything over to Wi-Fi at the new kiosk. He expresses they have been great to work with but it has been pointed out to him that their fuel might not be the cheapest.

Mayor Listenberger asks if we were to own the equipment, if we could bid the fuel out every year similar to the Street Department.

Sheley responds in agreement and states they have been great to work with but he still has three more years on the contract.

He states for the Sherk Hangar, he believes most of the inside work for the electrical contractor is complete. He states the box is located on the outside wall and he saw locate people out there today because Michiana Contracting is going to bore under the drive. He states there is a new NIPSCO Rep that they are working with that did not want them to set up a pole, and rather bore under so he has an additional bill for boring under that was over and above the money he had appropriated. He explains he asked Michiana Contracting to make that a separate bill so he can pay it out of one of his line items in his budget, which he can do. He states when he asked when they would be doing that work, he was told they were waiting for locates. He states he sent him a picture of the "OK"

painted on the ground, with the white flag saying it is good. He states they also have electric running to the gate in the area and he can show him that. He states they should be out with their boring machine next week and he believes that is all it will take to get the electric complete inside. He explains he got a quote today from the people who will supply the lift for the doors. He states he is working with them to get the number to where it will work for his budget.

Sheley states a contract was presented to Culver and they have had conversations with LIFT Academy. He states as of this late afternoon, the COO of Republic Airlines will be signing the contract. He states they operate under the name of, "Leadership & Flight Training Academy, LLC." He states he will get that over to them tomorrow and he expects that quick as he has stayed on top of the situation asking for an update each week on where we are at.

Mayor Listenberger asks when they will start.

Sheley responds by stating they will bring airplanes in once we have a taxiway they can taxi on.

Mayor Listenberger asks if there is a date.

Sheley responds by stating they did not put a date on the contract so it will have to be when the taxiway is ready.

Houin asks if the taxiway has to be ready and done before they move in.

Sheley responds by stating there is no asphalt leading to the Hangar.

Houin states he had assumed with taxiway that he was thinking the runway.

Sheley states we will be building taxi off the road to the Hangar. He states the drive will need sealed as well because it is chipping up.

Mersch asks in regards to Shillington's report about the Snow Removal Equipment (SRE). He states the services that are being charged are \$38,000. He asks if Sheley could call different dealerships and get a list of items.

Sheley interjects and responds by stating that is not really why we are being charged that amount. He states it comes down to all the different paperwork that needs to be filed with the FAA, on top of sizing the equipment for the size of the airport. He states the reason we have Shillington handle work at the airport is because of the FAA paperwork that needs to be done in order to get the grant funds.

Sheley asks for permission to have a part made from a local machine shop as it is considered a conflict of interest.

Commissioners Hupka and Houin moved and seconded to approve to approve the request as presented. The motion carried with Bockman abstaining.

Other Business


There was no other business at this time.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- February 2024 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 Houin and Mersch moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 6:51 P.M.



Kyle Williams
Recording Secretary