

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

June 25, 2024

The City of Plymouth Board of Aviation Commissioners met in regular session on June 25, 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 Daven, Houin, Morrison, and Witt who were physically present. Also, present were Airport Engineer Mark Shillington, Airport Manager Bill Sheley, City Attorney Jeff Houin and Mayor Robert Listenberger. The public could see and hear the meeting through Microsoft Teams.

Deputy Clerk-Treasurer Williams administered the oaths of office to the following members:

- Glenn Daven
- Anthony Witt

Commissioners Bockman and Morrison moved and seconded to nominate Ken Houin for Vice President. The motion carried.

Commissioners Morrison and Houin moved and seconded to approve the minutes of the regular session meeting of May 14, 2024. The motion carried.

## **Bid Opening – Snow Removal Equipment**

Shillington announced there were no bids received for Snow Removal Equipment.

## **Bid Opening – Parallel Taxiway**

Shillington made a last call for bids before opening them as followed:

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EXTEND PARALLEL TAXIWAY "A" AND CONSTRUCT CONNECTING TAXIWAY "A3" AND "A4"  
DIVISION "A": PHASE 2 CONSTRUCT TAXIWAY PAVEMENT

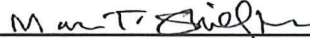
ITEM NO.	CODE NO.	DESCRIPTION	UNIT	AIP QTY	UNIT PRICE	TOTAL AMOUNT
1	C-100-14.1	CONTRACTOR QUALITY CONTROL PROGRAM (CQCP)	LSUM	1	\$33,000.00	\$33,000.00
2	C-101-4.1	CONSTRUCTION ENGINEERING	LSUM	1	\$55,000.00	\$55,000.00
3	C-102-5.2	INSTALLATION AND REMOVAL OF SILT FENCE (UNDISTRIBUTED)	LF	2,810	\$2.50	\$7,025.00
4	C-102-5.6	TEMPORARY DROP INLET PROTECTION (UNDISTRIBUTED)	EACH	3	\$175.00	\$525.00
5	C-102-5.9	EROSION CONTROL BLANKET (UNDISTRIBUTED)	SY	36,335	\$1.40	\$50,869.00
6	C-102-5.7	REMOVAL OF EROSION CONTROL MEASURES	LSUM	1	\$13,500.00	\$13,500.00
7	C-105-6.1	MOBILIZATION	LSUM	1	\$57,267.50	\$57,267.50
8	C-115-3.1	MAINTENANCE OF TRAFFIC	LSUM	1	\$32,500.00	\$32,500.00
9	P-101-5.6	COLD MILLING	SY	313	\$30.00	\$9,390.00
10	P-101-5.7	REMOVAL OF PIPE AND OTHER BURIED STRUCTURES (UNDISTRIBUTED)	EACH	1	\$5,500.00	\$5,500.00
11	D-751-5.3	INLET TYPE F	EACH	1	\$7,275.00	\$7,275.00
12	P-152-4.1	UNCLASSIFIED EXCAVATION	CY	2,328	\$25.00	\$58,200.00
13	P-152-4.2	UNSUITABLE EXCAVATION	CY	1,223	\$25.00	\$30,575.00
14	P-152-4.3	EMBANKMENT IN PLACE	CY	1,297	\$16.00	\$20,752.00
15	P-152-4.4	COARSE AGGREGATE	CY	1,223	\$95.00	\$116,185.00
16	P-152-4.5	GEOGRID	SY	2,445	\$2.60	\$6,357.00
17	P-156-8.1	CEMENT TREATED SUBGRADE	SY	15,795	\$6.20	\$97,929.00
18	P-156-8.2	CEMENT (UNDISTRIBUTED)	TON	624	\$190.00	\$118,560.00
19	P-209-5.1	CRUSHED AGGREGATE BASE COURSE	CY	6,090	\$150.00	\$913,500.00
20	P-209-5.2	SEPARATION GEOTEXTILE	SY	22,427	\$1.50	\$33,640.50
21	P-401-8.1	ASPHALT SURFACE COURSE	TON	5,020	\$150.00	\$753,000.00
22	P-603-5.1	EMULSIFIED ASPHALT TACK COAT	GAL	1,535	\$6.00	\$9,210.00
23	P-620-5.2	MARKING	SF	6,143	\$2.00	\$12,286.00
24	P-620-5.3	REFLECTIVE MEDIA	LSUM	1	\$2,900.00	\$2,900.00
25	P-620-5.4	TEMPORARY RUNWAY AND TAXIWAY MARKING	SF	4,276	\$2.00	\$8,552.00
26	F-164-4.1	FENCE	LF	230	\$170.00	\$39,100.00
27	F-164-5.2	CHAIN LINK FENCE SKIRT FABRIC	LF	230	\$95.00	\$21,850.00
28	T-901-5.1	SEEDING (UNDISTRIBUTED)	KSF	534	\$57.50	\$30,705.00
29	T-905-5.1	TOPSOIL (REMOVED FROM STOCKPILE)	CY	7,408	\$18.25	\$135,196.00
30	T-908-5.1	MULCHING (UNDISTRIBUTED)	SY	59,302	\$0.50	\$29,651.00

DIVISION "A" BID TOTAL

\$2,710,000.00

\* CORRECTED FIGURE

THE BID TABULATION IS HEREBY  
CERTIFIED AS BEING CORRECT.  
CERTIFIED BY:



Mark T. Shillington, P.E.  
Woolpert, Inc.

Milestone Contractors North, Inc.  
24358 State Road 23  
South Bend, IN 46614  
(574) 288-4811

Phend and Brown, Inc.  
367 E 1250 N, P.O. Box 150  
Milford, IN 46542  
(574) 658-4166

ITEM NO.	UNIT PRICE	TOTAL AMOUNT	ITEM NO.	UNIT PRICE	TOTAL AMOUNT
1	\$25,000.00	\$25,000.00	1	\$35,000.00	\$35,000.00
2	\$30,000.00	\$30,000.00	2	\$75,000.00	\$75,000.00
3	\$2.55	\$7,165.50	3	\$2.10	\$5,901.00
4	\$200.00	\$600.00	4	\$250.00	\$750.00
5	\$3.05	\$110,821.75	5	\$1.95	\$70,853.25
6	\$32,418.37	\$32,418.37	6	\$25,000.00	\$25,000.00
7	\$75,000.00	\$75,000.00	7	\$155,000.00	\$155,000.00
8	\$32,500.00	\$32,500.00	8	\$145,000.00	\$145,000.00
9	\$10.00	\$3,130.00	9	\$18.00	\$5,634.00
10	\$7,500.00	\$7,500.00	10	\$15,000.00	\$15,000.00
11	\$8,500.00	\$8,500.00	11	\$12,000.00	\$12,000.00
12	\$24.00	\$55,872.00	12	\$30.00	\$69,840.00
13	\$34.00	\$41,582.00	13	\$13.00	\$15,899.00
14	\$14.00	\$18,158.00	14	\$17.00	\$22,049.00
15	\$98.00	\$119,854.00	15	\$60.00	\$73,380.00
16	\$2.00	\$4,890.00	16	\$2.40	\$5,868.00
17	\$4.85	\$76,605.75	17	\$10.00	\$157,950.00
18	\$242.75	\$151,476.00	18	\$198.00	\$123,552.00
19	\$162.50	\$989,625.00	19	\$187.00	\$1,138,830.00
20	\$1.15	\$25,791.05	20	\$3.95	\$88,586.65
21	\$135.00	\$677,700.00	21	\$118.00	\$592,360.00
22	\$3.00	\$4,605.00	22	\$1.65	\$2,532.75
23	\$2.50	\$15,357.50	23	\$2.50	\$15,357.50
24	\$2,500.00	\$2,500.00	24	\$2,500.00	\$2,500.00
25	\$2.50	\$10,690.00	25	\$2.50	\$10,690.00
26	\$163.50	\$37,605.00	26	\$194.30	\$44,689.00
27	\$96.50	\$22,195.00	27	\$96.50	\$22,195.00
28	\$60.50	\$32,307.00	28	\$60.50	\$32,307.00
29	\$18.00	\$18,528.00	29	\$18.00	\$18,528.00
30	\$0.54	\$32,023.08	30	\$0.54	\$32,023.08

\$2,770,000.00

\$3,129,091.23

Signed Proposal	YES	Signed Proposal	YES
Bid Bond	YES	Bid Bond	YES
Non-Collusion	YES	Non-Collusion	YES
Form 96	YES	Form 96	YES

Plymouth Municipal Airport  
Plymouth, Indiana  
August 27, 2022  
AIP 3-18-0067-027-2022

Engineer's Cost Estimate  
Woolpert, Inc.

**EXTEND PARALLEL TAXIWAY "A" AND CONSTRUCT CONNECTING TAXIWAY "A3" AND "A4"  
DIVISION "B" BASE BID: PHASE 3 INSTALL CONCRETE ENCASED ELECTRICAL DUCTS AND MODIFY RWY**

ITEM NO.	CODE NO.	DESCRIPTION	UNIT	AIP QTY	UNIT PRICE	TOTAL AMOUNT
1	C-105-6.1	MOBILIZATION	LS	1	\$7,000.00	\$7,000.00
2	C-101-4.1	CONSTRUCTION ENGINEERING	LS	1	\$2,715.00	\$2,715.00
3	L-101-5.1	REMOVAL OF EXISTING POWER CABLE	LF	900	\$1.10	\$990.00
4	L-101-5.2	REMOVAL OF EXISTING COUNTERPOISE WIRE	LF	500	\$2.20	\$1,100.00
5	L-101-5.3	REMOVAL OF EXISTING NON-ENCASED CONDUIT	LF	500	\$4.40	\$2,200.00
6	L-108-5.2	NO. 8 AWG, 5 KV, L-824, TYPE C CABLE INSTALLED IN TRENCH, DUCT, OR CONDUIT	LF	1,895	\$3.00	\$5,685.00
7	L-110-5.1	CONCRETE ENCASED ELECTRICAL DUCT BANK; 2-WAY, 3-INCH	LF	460	\$55.00	\$25,300.00
8	L-110-5.2	NON-ENCASED ELECTRICAL CONDUIT; 1-WAY; 2-INCH	LF	1,895	\$9.00	\$17,055.00
9	L-115-5.4	ELECTRICAL HANDHOLE, SIZE D, L-867	EA	9	\$900.00	\$8,100.00
10	L-125-5.1	RELOCATE EXISTING L-858(L) GUIDANCE SIGN, SIZE 1; STYLE 2	EA	2	\$4,150.00	\$8,300.00
11	L-125-5.5	REMOVE L-861 RUNWAY EDGE LIGHT	EA	5	\$135.00	\$675.00
12	L-125-5.6	RELOCATE L-861 RUNWAY EDGE LIGHT	EA	1	\$880.00	\$880.00

**DIVISION "B" BASE BID TOTAL**

**\$80,000.00**

Michiana Contracting, Inc.  
7843 Lilac Road, P. O. Box 929  
Plymouth, IN 46563  
(574) 936-8613

Martell Electric, LLC  
4601 Cleveland Road  
South Bend, IN 46528  
(574) 271-5000

ITEM NO.	UNIT PRICE	TOTAL AMOUNT	ITEM NO.	UNIT PRICE	TOTAL AMOUNT
1	\$8,000.00	\$8,000.00	1	\$25,000.00	\$25,000.00
2	\$925.00	\$925.00	2	\$3,900.00	\$3,900.00
3	\$1.38	\$1,242.00	3	\$6.49	\$5,841.00
4	\$2.48	\$1,240.00	4	\$3.10	\$1,550.00
5	\$5.83	\$2,915.00	5	\$19.73	\$9,865.00
6	\$3.13	\$5,931.35	6	\$8.44	\$15,993.80
10	\$90.00	\$41,400.00	10	\$80.43	\$36,997.80
11	\$9.50	\$18,002.50	11	\$68.60	\$129,997.00
12	\$1,121.00	\$10,089.00	12	\$2,022.22	\$18,199.98
13	\$8,670.00	\$17,340.00	13	\$5,000.00	\$10,000.00
17	\$159.00	\$795.00	17	\$1,000.00	\$5,000.00
18	\$1,075.00	\$1,075.00	18	\$2,500.00	\$2,500.00

**\$108,954.85**

**\$264,844.68**

**EXTEND PARALLEL TAXIWAY "A" AND CONSTRUCT CONNECTING TAXIWAY "A3" AND "A4"  
DIVISION "B" ADDITIVE #1 BID: PHASE 3 INSTALL TAXIWAY EDGE LIGHTING AND GUIDANCE SIGNS**

ITEM NO.	CODE NO.	DESCRIPTION	UNIT	AIP QTY	UNIT PRICE	TOTAL AMOUNT
1	C-105-6.1	MOBILIZATION	LS	1	\$15,000.00	\$15,000.00
2	C-101-4.1	CONSTRUCTION ENGINEERING	LS	1	\$3,904.80	\$3,904.80
3	L-108-5.2	NO. 8 AWG, 5 KV, L-824, TYPE C CABLE INSTALLED IN TRENCH, DUCT, OR CONDUIT	LF	11,450	\$2.40	\$27,480.00
4	L-108-5.3	NO. 6 AWG, SOLID, BARE COPPER COUNTERPOISE WIRE INSTALLED	LF	8,825	\$3.00	\$26,475.00
5	L-109-7.4	INSTALLATION OF EQUIPMENT WITHIN EXISTING VAULT (CONSTANT CURRENT REG)	UNIT	1	\$12,265.00	\$12,265.00
6	L-109-7.5	SPARE PARTS; CONSTANT CURRENT REGULATOR	SET	1	\$580.00	\$580.00
7	L-110-5.2	NON-ENCASED ELECTRICAL CONDUIT; 1-WAY; 2-INCH	LF	10,150	\$8.50	\$86,275.00
8	L-125-5.1	RELOCATE EXISTING L-858(L) GUIDANCE SIGN, SIZE 1; STYLE 2	EA	1	\$7,900.00	\$7,900.00
9	L-125-5.2	INSTALL L-858(L) GUIDANCE SIGN; SIZE 2, STYLE 2, CLASS 2, MODE 2	EA	2	\$6,900.00	\$13,800.00
10	L-125-5.3	SPARE PARTS; L-858(L) GUIDANCE SIGN (UNDISTRIBUTED)	SET	3	\$220.00	\$660.00
11	L-125-5.4	INSTALL L-861T(L) MEDIUM INTENSITY TAXIWAY EDGE LIGHT	EA	134	\$1,280.00	\$171,520.00
12	L-125-5.7	SPARE PARTS; L-861T(L) ELEVATED LIGHT FIXTURE (UNDISTRIBUTED)	EA	13	\$165.00	\$2,145.00
13	L-125-5.8	SPARE PARTS; L-861T(L) ELEVATED LIGHT SOURCE (UNDISTRIBUTED)	EA	13	\$33.00	\$429.00
14	L-125-5.9	SPARE PARTS; L-861T(L) ELEVATED LIGHT ISOLATION TRANSFORMER (UNDISTRIBUTED)	EA	13	\$77.00	\$1,001.00
15	T-901-5.1	SEEDING	KSF	141	\$65.00	\$9,165.00
16	T-908-5.1	MULCHING	SY	15,667	\$0.60	\$9,400.20

**DIVISION "B" ADDITIVE #1 BID TOTAL**

**\$388,000.00**

Michiana Contracting, Inc.  
7843 Lilac Road, P. O. Box 929  
Plymouth, IN 46563  
(574) 936-8613

Martell Electric, LLC  
4601 Cleveland Road  
South Bend, IN 46528  
(574) 271-5000

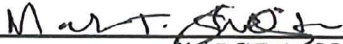
ITEM NO	UNIT PRICE	TOTAL AMOUNT	ITEM NO	UNIT PRICE	TOTAL AMOUNT
1	\$22,200.00	\$22,200.00	1	\$132,000.00	\$132,000.00
2	\$3,605.00	\$3,605.00	2	\$15,500.00	\$15,500.00
6	\$3.13	\$35,838.50	6	\$7.41	\$84,844.50
7	\$3.39	\$29,916.75	7	\$3.34	\$29,475.50
8	\$14,350.00	\$14,350.00	8	\$35,000.00	\$35,000.00
9	\$940.00	\$940.00	9	\$1,000.00	\$1,000.00
11	\$5.65	\$57,347.50	11	\$60.19	\$610,928.50
13	\$8,200.00	\$8,200.00	13	\$9,500.00	\$9,500.00
14	\$9,815.00	\$19,630.00	14	\$9,000.00	\$18,000.00
15	\$325.00	\$975.00	15	\$866.66	\$2,599.98
16	\$1,230.00	\$104,820.00	16	\$2,500.00	\$335,000.00
19	\$275.00	\$3,575.00	19	\$200.00	\$2,600.00
20	\$115.00	\$1,495.00	20	\$32.00	\$416.00
27	\$170.00	\$2,210.00	27	\$100.00	\$1,300.00
28	\$69.50	\$9,799.50	28	\$35.46	\$4,999.86
29	\$0.62	\$9,713.54	29	\$4.34	\$67,994.78
		<b>\$384,615.79</b>			<b>\$1,351,169.12 *</b>

**EXTEND PARALLEL TAXIWAY "A" AND CONSTRUCT CONNECTING TAXIWAY "A3" AND "A4"  
DIVISION "B" ADDITIVE #2 BID: PHASE 3 INSTALL MISCELLANEOUS NAVAID (WIND CONE)**

ITEM NO	CODE NO	DESCRIPTION	UNIT	AIP QTY	UNIT PRICE	TOTAL AMOUNT
1	C-101-4.1	CONSTRUCTION ENGINEERING	LS	1	\$2,450.00	\$2,450.00
2	L-101-4.1	REMOVAL OF EXISTING WIND CONE	EA	1	\$3,000.00	\$3,000.00
3	L-107-5.1	TYPE L-807; STYLE 1-B; SIZE 1; WIND CONE AND FOUNDATION, IN PLACE	EA	1	\$16,500.00	\$16,500.00
4	L-107-5.3	BOOSTER TRANSFORMER (UNDISTRIBUTED)	LSUM	1	\$9,300.00	\$9,300.00
5	L-107-5.4	SPARE PARTS; L-807 AIRPORT WIND CONE (UNDISTRIBUTED)	SET	1	\$2,750.00	\$2,750.00
6	L-108-5.2	NO 8 AWG, 600 V, L-824, TYPE C CABLE INSTALLED IN TRENCH, DUCT, OR CONDUIT	LF	1,500	\$2.40	\$3,600.00
7	L-108-5.3	NO 6 AWG, SOLID, BARE COPPER COUNTERPOISE WIRE INSTALLED	LF	1,500	\$3.00	\$4,500.00
8	L-110-5.2	NON-ENCASED ELECTRICAL CONDUIT; 1-WAY; 2-INCH	LF	1,500	\$9.00	\$13,500.00
9	L-115-5.4	ELECTRICAL MANHOLE, SIZE D, L-887	EA	1	\$900.00	\$900.00
		<b>DIVISION "B" ADDITIVE #2 BID TOTAL</b>				<b>\$66,600.00</b>
		<b>DIVISION "B" BASE BID TOTAL</b>				<b>\$80,000.00</b>
		<b>DIVISION "B" BASE BID + ADD #1 TOTAL</b>				<b>\$468,000.00</b>
		<b>DIVISION "B" BASE BID + ADD #1 + ADD #2 TOTAL</b>				<b>\$524,600.00</b>
		<b>DIVISION "B" BASE BID + ADD #2 TOTAL</b>				<b>\$136,600.00</b>

\* CORRECTED FIGURE OR CALCULATED VALUE

THE B/D TABULATION IS HEREBY  
CERTIFIED AS BEING CORRECT.  
CERTIFIED BY:

  
Mark T. Shillingford, P.E.  
Woolpert, Inc.

Michiana Contracting, Inc.  
7843 Lilac Road, P. O. Box 929  
Plymouth, IN 46563  
(574) 936-8613

Martell Electric, LLC  
4601 Cleveland Road  
South Bend, IN 46628  
(574) 271-5000

ITEM NO	UNIT PRICE	TOTAL AMOUNT	ITEM NO	UNIT PRICE	TOTAL AMOUNT
1	\$1,010.00	\$1,010.00	1	\$3,900.00	\$3,900.00
2	\$800.00	\$800.00	2	\$1,800.00	\$1,800.00
3	\$13,250.00	\$13,250.00	3	\$12,500.00	\$12,500.00
4	\$8,500.00	\$8,500.00	4	\$2,500.00	\$2,500.00
5	\$2,335.00	\$2,335.00	5	\$2,100.00	\$2,100.00
6	\$3.13	\$4,695.00	6	\$6.66	\$9,990.00
7	\$3.39	\$5,085.00	7	\$2.60	\$3,900.00
8	\$5.65	\$8,475.00	8	\$52.66	\$78,990.00
9	\$1,121.00	\$1,121.00	9	\$2,200.00	\$2,200.00
		<b>\$46,271.00</b>			<b>\$117,880.00 *</b>
		<b>\$108,964.85</b>			<b>\$264,844.58 *</b>
		<b>\$493,570.64</b>			<b>\$1,616,003.70 *</b>
		<b>\$638,841.64</b>			<b>\$1,733,883.70 *</b>
		<b>\$164,226.85</b>			<b>\$382,724.58 *</b>

Signed Proposal	YES	Signed Proposal	YES
Bid Bond	YES	Bid Bond	YES
Non-Collusion	YES	Non-Collusion	YES
Form 96	YES	Form 96	YES

Shillingford recommended that the board take these bids under advisement pending review for both responsibility and responsiveness.

Commissioners Morrison and Houin moved and seconded to take the bids under advisement. The motion carried.

### Airport Engineer's Report

Shillington reminded the board that for the Rehabilitation of the Hangar Door project, they conditionally approved payment of all invoices last month pending some concrete review work. He stated they were still working out those details, but he did prepare the project's final Pay Request #4 that was approved at their last meeting. He explained the grant total for the project was \$160,740.00 with Pay Request #4 reflecting the total project cost of \$160,358.71 expended or -\$343.16.

He moved onto the next item for 2024 AIP 027 Extend Parallel Taxiway Paving and Lighting. He stated they had just opened the bids for these, and they appeared rather close to the engineer's estimates. He reviewed the breakdown of the bids as seen below.

1. **Division A Base Bid:** finish earthwork and paving work.
2. **Division B Base Bid:** electrical work required to accommodate Division A work.
3. **Division B Additive 1:** electrical work to install TWY edge lighting.
4. **Division B Additive 2:** electrical work to relocate wind cone.

Shillington stated on a good note, FAA Program Manager, Victor Iniguez, requested an updated AIP-027 Grant Pre-Application that did appear to be a strong applicant for funding. He stated in the past this had not been requested, so this was a step in the right direction. He stated the FAA and INDOT pushed the rebidding of the project this year in order to submit a new grant application and the grant application was due on or prior to July 15<sup>th</sup>. He asked for the board to conditionally approve a grant application based upon the apparent low bidders for the bidding process to be submitted to the FAA. He also asked for approval of the grant certifications that show they met the FAA federal procurement process. He stated once it was submitted, it would be a waiting game as the funds had to be issued before the end of September, which was the end of the federal fiscal year.

Houin asked if they would be approving the bids that night.

Shillington replied that it was just approval of the grant application as they still ran the risk of not receiving a grant and at that point, they would either hold the bids or cancel them. He expressed that it was not a commitment for funding.

Morrison asked for clarification that Shillington would just be utilizing the low bidder information as a proxy of anticipated cost.

Shillington replied that he would review the bids to ensure that they met the engineering review. He expressed that the bidders were well-versed experienced firms, so he was sure they would be fine. He clarified it was just to apply for the grant, and they were not accepting any bids or proposing a contract.

Commissioners Morrison and Houin moved and seconded to allow Woolpert to submit a revised AIP 027 grant application with updated construction costs based upon the low bidders that were opened that evening. The motion carried.

Shillington explained in review of the 2025-2029 Airport Capital Improvement Plan (CIP) that in 2024 it was anticipated to use Bipartisan Infrastructure Law (BIL) funds to purchase Snow Removal Equipment (SRE) and reimburse it for their header beam replacement. He stated that would change as indicated by the absence of SRE bids.

Morrison asked, given that they did not receive any bids, what happens now.

Shillington replied that there were four anticipated options based upon the bids received, but now there were only two as they did not receive any bids. He stated they could extend the bid period and solicit more bidders or at the very least solicit a responsive bid. He added that was what he would recommend. He stated the other would be just to quit the project, but there was no reason to do that.

Morrison asked for clarification from Sheley that they asked to bid them for a reason as the equipment was needed. Sheley agreed.

Bockman stated, given that the packet was about two inches thick, he wouldn't want to bid on it either.

Shillington stated there was no way around it as it was how it had to be.

Bockman asked if there would be anything that could be done to help them along.

Sheley replied that the local John-Deere dealer was not able to submit a bid because, to meet the Buy-American standard, the tractor alone would have been over \$300,000. He stated they were aware that they would not be in the \$300,000 price range for everything total as far as money was available, so they did not submit a bid. He explained that it was probable for the case with most of them as to get a Buy-American, they would have to get so large.

Shillington stated during the bidding process, they found the targeted tractor size was made in many other countries, so it did not meet the Buy-American. He stated they had to go to the larger size, which he believed dissuaded some bidders because of the cost. He did not believe that it should have as they were not targeting a dollar amount instead of equipment. He expressed the FAA did not care if it cost \$300,000 or \$1,000,000. He stated it just so happened that in using their BIL funds, they were limited to what they had accumulated through the legislation. He stated his recommendation was that they extend the bid period and say that they are not worried about the cost of the large tractor because he believed in December, they would announce the next year's infrastructure funds as it was a five-year funding bill. He stated at that time it would be close to \$500,000 next year, on which this larger tractor that does meet the Buy-American, would fit into that price range. He stated they would issue an addendum, along with a lengthy extended bid period, to relay that the larger tractor is an acceptable bid.

Morrison asked if they needed to take any formal action on it.

Shillington replied, since they already approved the bidding process, that this would just be an addendum to the bidding process, so it would not take any formal action, at least to him.

City Attorney Houin stated he was not aware of what the federal rules were, but when a bid was advertised, there was a deadline for submission of bids, so he would recommend the board approve at the very least an open-ended bid extension, if not confirming a new bid deadline. He stated if they were not aware of what that bid deadline may be, then the board could take no action that night and go back later confirming a time for the bid deadline.

Shillington stated he would recommend the motion be that they approve an extension of the bid be determined by an evaluation of when the future funding would be available. He stated that would probably be announced towards the end of the year.

Witt stated he was not entirely sure what Shillington meant, with the cost not exactly being the target. He expressed that to him, it sounded like a company like John-Deere would jump at it. He stated if cost was not the issue, and they were just awaiting additional funding, then he would imagine they would want the bid if they knew the information.

Shillington stated it may be a good idea to summarize the federal grant program with two new board members. He explained that US Congress established what was called the National Aviation Trust Fund, and it was a legislated ability for the United States government to collect user fees from the aviation community to fund a trust fund. He explained when one buys an airline ticket, a portion of that ticket sends money to the trust fund. Also, when one pays their excise taxes on their airplane or buys aviation fuel, a portion goes to the trust fund. He explained that every 3-4 years Congress authorizes the FAA to spend the trust fund money and the trust fund money in that legislation is earmarked for airports listed in the National Plan of Integrated Airport Systems (NPIAS). He stated in short, Congress identified 3,300 airports eligible to receive funds through the trust fund, and shared that Plymouth Airport was one of those airports. He stated in the authorization bill there was a dollar amount that the FAA could grant, which was usually around \$3-4 billion each year. He stated the FAA determines how much of that money gets allocated to the nine different regions. He stated Plymouth Municipal Airport was in the Great Lakes region, which was made up of the airports of Minnesota, Wisconsin, Illinois, Indiana, Michigan, and Ohio. He explained that the region in turn distributes the funds to the districts of that region, in which they were in the Chicago District that covers Wisconsin, Illinois, and Indiana, and then from there it was further divided. He explained that there was a dollar amount that the FAA could grant and each year the commission provided a CIP for a five-year period of what projects they are interested in performing and how much it costs. He stated to kickstart down that list, usually the authorization includes \$150,000 entitled to Plymouth Municipal Airport each year and if they do not use it, then they can roll it over for four years. He stated they could accumulate up to \$600,000.

Witt asked if every airport in the district had the same amount each year.

Shillington replied in agreement and explained there was also the Airport Improvement Program (AIP), that helped to spur the economy out of covid. He stated when he used AIP-030, as an example, that it would be the 30<sup>th</sup> grant they received out of the program. He stated if there was a project that the FAA was interested in them doing, like the parallel taxiway, that exceeded that value, they could provide discretionary funds, which were at the discretion of the FAA. He explained they would need to elaborate through the bidding and contract process how much the

project would cost. He stated from there they would go through a multi-year justification period to get the FAA to review it, and then they would provide the bids and costs to make up the cost and whatever it costs, they would provide the rest at their discretion. He stated there was a limit, thanks to their overall cap, and they had to fit all the projects in and generally, around September, they would inform them about the “x” amount of dollars they would grant them at their discretion. He stated in particular to covid, they passed another five-year funding bill that they called the BIL, that provides them with another amount provided to them each year, which is around \$140,000-\$150,000. He stated the money was 90% Federal, 5% State, and 5% Airport. He stated they had a dollar cap on the infrastructure money available, and they were hoping the bids for SRE would be under that amount. He explained that due to the size of the tractor to meet a Buy-American standard, the booklet was thick as it had to fit all the federal obligations and federal contracts. He explained that the Buy-American Act, Business Enterprise, Affirmative Action, Davis-Bacon, etc. were all conditions that had to be met. He stated the tractor that would fit into the budget did not fit the Buy-American standard as it was made overseas, and it was found out during the process that to fit the standard, they would have to get the bigger tractor that would push the dollar value beyond their current infrastructure dollars, but they were in year 3-5 so when year 4 would come along, they would assume the extra \$140,000-\$150,000 would allow them to afford the larger tractor. He explained that was why it would make sense to have bids later in the year as they would have more money next year.

Witt asked if the \$150,000 annually that was allocated was not based upon performance, size, or air traffic.

Shillington replied there were talks about the larger the airport, the more we should receive, but at that moment it was the flat, \$150,000. He stated that discretionary funds are often allocated towards larger airports, which they call primary airports, that provide commercial services, and then it eventually trickles down to them. He stated that it was usually based upon two things; their base aircraft numbers and their annual operations.

Sheley stated that in most years and in most cases, the airport was responsible for 5%.

Morrison asked City Attorney Houin if it would be appropriate if they were to take action to extend the bid period out to November 30<sup>th</sup>, with reserving the right to change it as the circumstances evolve.

City Attorney Houin replied that given the timeline, it would not really matter if they were to take action at that time as they would have to take action to readvertise the bid in the future. He stated there was also the option to reject all bids, but there were currently no bids to reject.

Morrison clarified that it died through lack of action, and they could reinstate it.

Shillington agreed in this case as there were no bids, so there was no harm in initiating a new bid process when appropriate.

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

Subject: June 2024 BOAC Meeting



1. Major work on 100LL-Ordered new hose reel: \$7500; still need pressure testing, spill containment rubber boots replaced before IDEM testing on both systems. Waiting for quote for remainder of work. Expecting \$5000 to \$8000 more. Still waiting, have called several times asking for parts updates and quotes.
2. Lift - Sherk Hangar complete – still waiting on bill for small extra amount of asphalt and road sealing.
3. Parking lot crack sealed.
4. Lift Aircraft arrived 6/19, 4 aircraft.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated that he had sent an email out to several of the board members regarding postponing or moving the July meeting as the Mayor may have needed the room close to the time of their meeting. He stated the conflict had been resolved.

He stated the other thing was that Mersch wanted to be there for the meeting, but there was a death in the family, so he was not able to attend.

He stated they were still working on the 100LL hose reel and the fuel farm. He explained the new hose reel was in and said their previous hose reel was for a one-and-a-half-inch hose reel. He stated the new hose that was installed was a one-inch hose, so they got a one-inch hose reel. He said it was a real tight fit so they had to be very careful how they retracted the hose back onto the reel, or it would get jammed between the rollers. He explained that with it being a brand-new hose that they installed in December, and the hose reel failing a month later, it did not have any memory yet. He said it would eventually get a little bit of memory and be easier. He stated the roller system was also a big square, while the new one was very narrow. He said it was just the right size to get the nozzle jammed in there, if someone were to retract the hose too far. He explained that they were working on getting a rubber collar that would go around the base of the nozzle to prevent someone from reeling it in too far. He said they were also looking into slowing down the motor on the reel to keep people from reeling it in too far. He shared that they were still not in a good spot at getting all the IDEM testing done because they were still working on getting someone to finish up the work to pass inspections. He stated their fuel representative had been in recently to discuss it, and they were discussing it with others as well and just getting those specialized contractors out was currently a nightmare. He expressed that IDEM had not been an issue and when they provided the underground storage tank information, they had told them that they understood, so he was sure other airports were going through the same concerns.

Witt asked if the new hangar was primarily for LIFT Academy in mind.

Sheley replied that all the work that was done to the hangar was for LIFT to use. He explained that they signed a five-year contract which included a 10 x 14 office space in the corner of the building they were using.

Witt asked if the hangar could be used for anything else or if it would sit empty if they were not to use it.

Sheley responded in agreement and stated that Culver might use it in the winter. He stated their intentions were to only be there nine months out of the year, so they would be working with Culver students in the Fall and Spring. He stated he was in communication with one of their instructors about it, but they move a lot of their airports from Indianapolis to Texas during winter time. He

stated Culver may use it for winter storage, but other than that, they would be back with the intention of flying in the Spring and Fall with Culver students.

Daven stated from his understanding that the fuel pump was hard to get to at that point, as it was an older system, and asked if they had looked into replacing it with a more updated system in the future.

Sheley replied they had discussed a new system and said the whole state was currently discussing it. He stated in discussions with Shillington, a few years ago that the FAA had decided to stop funding fuel systems. He stated INDOT was currently looking into what different airports had for fuel systems because they were considering using some funds for trying to support airports in replacement of their fuel farms, but it looked like it may be a 50% match. He explained it may range from \$750,000-\$1,000,000 to replace the Fuel Farm with above ground tanks as that was the way IDEM might want them to be if they went down that route. He stated their intention was, knowing that the Jet A pump was just as old, once they were done with it, they would know where they were at and might try to replace some of the equipment before it fails. He believed it would be an ongoing process for a long time to get it all operational. He explained they were currently leaving the cabinet door open because they pulled off the equipment that Bockman worked on, which worked beautifully, to put the old equipment back on that some of the equipment was leaking. He stated they were awaiting the service company going back to replace it and Deisch found one for \$120-\$140 as it was a rather simple shut off that they could replace themselves. He stated it would cost them \$1,000+ to have someone from Fort Wayne do it. He stated he wished he had a better answer for him as it was a real headache for them.

Daven asked if the new runway lights would be LED or incandescent.

Shillington replied that the specifications called for LEDs. He asked Randy Longanecker if they still supplied incandescent lighting.

Longanecker stated they were not available.

Sheley stated it was his understanding that when the runway was repaved in 2015, everything was upgraded so it might become LED at some point.

Longanecker stated that with the cost of the conversion kit, they would be better off buying a complete system.

### **Other Business**

Sheley listed:

- Met with Alphaflight and Ancilla to discuss interest in aviation programs.
- AWOS inspection went well.
- Caught up on mowing.
- Ordered new runway lights.

Longanecker stated he was also a City Council member in District 4, and has had 29 years of experience in airfield lighting. He stated he did a lot of traveling and airport work, and said he had encouraged Sheley several times regarding the fuel farm system. He stated DeKalb County just had an above ground system installed, as did Winamac.

Shillington added that Winamac put their fuel farm in when it was still eligible for funding.

Longanecker shared that they also had budget meetings coming up and Sheley did a great job of running a tight ship with a small budget. He stated he had encouraged Sheley, along with other department heads, to start looking ahead to putting more money in their budgets for maintenance, and said that the current council did a great job at supporting it. He recommended they talk with Sheley and start discussing the budget for those future routine maintenance concerns that people do not normally think of. He stated they were starting to get some age on a lot of items at the airport, and said Sheley and Deisch did a lot of work on their own to save money for the city and said it was well appreciated. He said getting the doors up on the hangars over the last few years was great as the doors were extremely dangerous with the straps and said the new hydraulic system was very important. He stated when traveling he was aware that a lot of people were jealous of what was going on at Plymouth Airport. He pointed out that having students flying in and out of the airport was really huge. He recalled the parachute company that was out there and was sad to hear them leaving. He stated the discussions with Ancilla would be great and hoped they joined them as it would help their air traffic. He stated many other airports were jealous of Plymouth Airport having a car rental location and restaurants nearby, and added many airports were in remote areas.

**Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- May 2024 Financial Reports

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 Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:34 P.M.



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Kyle Williams  
Recording Secretary