

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

August 13, 2024

The City of Plymouth Board of Aviation Commissioners met in regular session on August 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 Glenn Daven, Ken Houin, and Anthony Witt, who were physically present. Commissioner Kevin Morrison attended virtually. Also present were Airport Engineer Mark Shillington, Airport Manager Bill Sheley, and City Attorney Jeff Houin. The public could see and hear the meeting through Microsoft Teams.

Commissioners Houin and Witt moved and seconded to approve the minutes of the regular session meeting of July 9, 2024. The motion carried.

## Airport Engineer's Report

Airport Engineer Shillington stated regarding AIP-026, the Rehabilitate Hangar Building Project, that all the pay requests had been paid for by the FAA. He explained that the only issue was that there would be a resolution to whatever was considered to address the cosmetic concrete issue. He stated Strebig Construction had committed to making any necessary repairs deemed proper and said that as soon as that issue was resolved, the project would basically be complete. He shared that the hydrolift doors had gained a little notoriety within the state as other airports were asking them if they could do similar work to what Plymouth accomplished on their hangar doors.

Shillington shared that regarding AIP-027, to complete the Parallel Taxiway, that they submitted an original grant application to FAA Chicago Airport District Office (CHI-ADO) and INDOT via email on July 11, 2024, including all costs for the project, including DIV A paving, and DIV B edge lighting, and wind cone replacement. He explained that he said original because, after reviewing the grant application, Victor Iniguez, FAA Program Manager, told him that the FAA Great Lakes Region determined that the wind cone relocation was not going to be funded as part of the taxiway work. He stated that there were several AIP program decisions that were made on the regional level and were a step beyond the district level. He stated they wanted the wind cone to be a separate item not associated with the taxiway, so they did not intend to include that in the project, but otherwise the paving and other DIV B electrical work that was put into consideration would be funded if awarded. He provided the revised AIP-027 grant application, which was submitted to FAA CHI-ADO and INDOT via email on July 16, 2024, with the following costs:

	<u>Estimated Cost</u>
<b>AIRPORT ADMINISTRATIVE EXPENSES</b>	
Airport Newspaper Publication Cost	\$517.00
Independent Fee Analysis	\$3,500.00
	<u>\$4,017.00</u>
<b>DESIGN ENGINEERING</b>	
FY 2024 Update Plans / Specs / Rebidding	\$26,840.00
Project Specific Update to Airport Layout Plan	\$8,245.00
	<u>\$35,085.00</u>

<b>INSPECTION ENGINEERING</b>		
FY 2023 Grant Administration (Reimbursement)	\$1,320.00	
FY 2023 Project Management (Reimbursement)	\$4,370.00	
Contract Administration	\$12,170.00	
Grant Administration	\$11,880.00	
Construction Management	\$58,660.00	
Project Management	\$11,350.00	
Post Construction Coordination	\$25,190.00	
AGIS As-Built Survey Submittal	\$35,987.00	
Resident Engineering	\$115,460.00	
Construction QA Testing (Div A Paving)	\$55,500.00	
Construction QA Testing (Div B Electrical)	\$4,000.00	
		\$336,887.00
<b>CONSTRUCTION</b>		
DIV A - Paving Construction	\$2,770,000.00	
DIV B - Base Bid (Support DIV A Work)	\$108,955.00	
DIV B - Additive 1 Bid (TWY Electrical Work)	\$384,616.00	
		\$3,263,571.00
<b>TOTAL PROJECT COST</b>		\$3,639,560.00
<b>PREVIOUS PAYMENTS REQUESTED</b>		
<b>BALANCE DUE</b>		
<b>PERCENTAGE OF PROJECT COMPLETE</b>		0.0%
<b>FAA</b>	\$3,275,604.00	
<b>INDOT</b>	\$181,978.00	
<b>Sponsor (Local)</b>	\$181,978.00	
<b>Project Total</b>	\$3,639,560.00	

He explained that with the submission of the revised application, he had received a response from Iniguez dated July 17, 2024, requesting several grant supporting documents. He considered that a promising sign, as they would not consider asking for those items if the funding was not imminent, but they would never provide a guarantee. He added that historically, they had not asked for that information. He explained that he went before the board to address the documents that Iniguez requested and said that in addition to the grant application to ask for federal funds, there were certifications of certain topics they must return for it. He mentioned the first as sponsor-signed certifications and explained that he had gone ahead and prepared those certifications and emailed them to Sheley for signatures, but suggested the Board should formally approve the signing and submission of the prepared grant certifications.

Houin asked if the grant certifications were there that night to be signed.

Shillington replied that he had already received the signed certifications back via email and realized that he did not take any copies to the meeting.

Commissioners Witt and Houin moved and seconded to approve the grant certifications as presented. The motion carried.

Shillington stated there was another certification they kept separate, which was called the sponsor statement for cost reasonableness that he had attached as Attachment #4 – Cost Reasonableness Form. He stated that the Cost Reasonableness Form could be filled out based on a couple of different forms. He shared the first as the statement for construction, which was based on the fact that they received a competitive bidding process and they received more than one bidder for each of the divisions, so there was enough competition to meet FAA requirements. He added that the statement for engineering costs that he would be presenting was based on an independent fee estimate. He explained that the FAA policy was that when they signed a Professional Services Agreement (PSA), separate from construction, if the contract was

over \$100,000, then they wanted them to go out and get another engineering firm's opinion on the cost of services. He shared that they had reached out to Hanson Professional Services, who agreed to provide it and sent a contract that was in the engineer's report as Attachment #2 – Independent Fee Estimate (IFE) Contract. He said that they took the scope of work of the project and determined what the cost of the services would be and stated it was requested by the FAA, so he requested the board approve the PSA between the board and Hanson Professional Services to provide the cost review.

Commissioners Houin and Daven moved and seconded to approve the PSA between the Board and Hanson Professional Services as presented. The motion carried.

Shillington shared that the next request from the FAA was premature, as it was usually provided after the grant was received, and it would be a recommendation to award the project to apparent low bidders. He said that he wrote a letter to the board providing his basis of recommendation to award the DIV A project, when appropriate, to Milestone Contractors North and the DIV B project, when appropriate, to Michiana Contracting. He stated he reviewed their bid proposals for responsiveness, and everything was responsive, and they provided the information needed. He explained that they would be meeting the Buy America requirements, or they had at least indicated through a certification that they would meet the Buy America requirements. He stated that they were not disbarred from doing federal work for federal contracts and said that he had performed a responsibility review. He commented that their bid prices were higher than his estimate, with Milestone being 2.2% higher than his estimate and Michiana being 5.5% higher. He explained that the guidelines state it was a reasonable outcome as it was less than 10%.

Sheley asked if there was any input as to why Martell's bid was so high.

Shillington replied that he was confused as to what bid price he was reading from when he opened the bid originally, as he assumed the electric work would have been the lower priced work in comparison to the paving work. He stated he had absolutely no explanation for what they were thinking, but his speculation was that they threw a price out there, hoping that if nobody bid for the work, they would get it, but there was no analysis or competitive thought when submitting that bid. He said it served its purpose for a competitive bid, so it brought value, but even if they were the low bidder, he would be required to go through a price analysis, as it was so high, and he would not have recommended the bid, nor would the FAA have honored those prices.

Witt referenced the percentage variance between Milestone and Michiana that was mentioned earlier. He asked if Hanson Professional Services considered their cost analysis to be different and if it would affect them.

Shillington replied that the Hanson Professional Services contract was for Woolpert's work and not with the bidders, so when he said that Hanson performed an IFE, it was for Woolpert Professional Services and not an analysis for the bids. He stated that after reviewing it, he was comfortable with making a professional recommendation when the time came, but the FAA had asked for it directly. He stated the recommendation letter was in the engineer's report as Attachment #3 – Recommendation Letter. The next item requested was the contractor bid proposal, which were the bids that were opened and filled out by the contractors. He said that he scanned and reviewed them and had provided them to the clerk-treasurer's office to file. He

stated he had received the signed Build America, Buy America (BABA) certifications with no waivers required and shared that, regarding the IFE for Woolpert construction services contract and IFE invoice, Hanson returned a construction engineering value of \$359,930. He commented that they had not sent him an invoice yet, but their contract was asking for \$3,500 for it, and it would be part of the grant. He stated that the FAA also requested any consultant design agreements, which in this case would be Woolpert, and there were some previous design costs being reimbursed in the project. He explained that the last request from the FAA was the consultant inspection agreement, as whenever there was construction activity taking place with federal funds, there were certain obligations that they were certified with by the FAA that they would have an engineering firm oversee the construction. He stated he had prepared a PSA to provide the required services to meet their obligations to the FAA and emailed a copy to their board attorney.

City Attorney Houin stated it was a standard agreement, and it looked good to him.

Shillington explained that the PSA was to provide all the grant administration to ensure all the documents were prepared properly and that all the reporting information that occurred during the grant, such as the quarterly performance report, pay requests, audit requests, etc., were prepared properly as well. He explained that there was also construction management, which involved a review of all the paperwork the contractor prepared to prove they were meeting the specifications and the oversight that came with it. He said that there was time on-site with the contractor and all the closeout documents, that he was requesting \$366,282, and that the contract was listed as Attachment #5 – Contract Form in the engineer's report. He pointed out that the services were on page five, along with the fees, and said it was within a few percentage points of the IFE, so it met the cost responsibility comparison that they needed so that they could approve the cost responsibility form. He requested that the board approve the cost responsibility form attached, saying he did a price analysis for the bids and that they got an IFE for the engineering services. He requested that the board also approve the agreement between Woolpert and the board to provide the services once the grant was received.

Commissioners Witt and Houin moved and seconded to approve all as presented. The motion carried.

Houin asked if there was any idea when they would inform him of the grant award.

Shillington replied that the FAA did not have to, as by law they had to release the funds by the end of the fiscal year (FY), which was October 1, 2024. He stated it had to be provided to them in September and said that what happened after they got the grant in September remained to be seen, aside from Woolpert taking the construction contracts from Milestone and Michiana. He explained that they would have a lot of preparation work to do and said if it was strictly a paving project, then the chances of them having all their asphalt mix designs, all their shop drawing designs, and crews aligned to do it before the weather became iffy would be slim. He believed it would be a 2025 project but said there was an earthwork component that they might try to get in, and if the weather turned, it would not be a shutdown runway as there would be no real impact, so there was a good chance that they might try to at least accomplish as much as they could that year. He explained that after the paving was done, they would put in the edge lights and electrical work. He believed he would go to them with a recommendation to allow a suspension over the winter, and then they would pick it back up in 2025. He said it should be a waiting game

until sometime in September and assumed they would receive an email. He mentioned there would need to be an attorney signature for the grant and said the grant agreement would be emailed to Bockman and maybe copied to the airport. He stated it would ask for a signature that needed to be responded to within three days, and he asked if the board felt comfortable making a vote to accept the grant when received, so they were able to sign it when received.

Bockman asked for clarification that it had to be signed within three days.

Shillington replied that the FAA's timeframe was usually that they needed it back within three days.

Sheley asked who would need to sign the agreement.

Shillington replied that it would need to be someone from the board and said it would need an attorney's certification that they were legally responsible to be able to accept the funds.

City Attorney Houin recommended that when the grant came, review and sign the grant, and then the board could ratify it at the next meeting.

Sheley wondered if it would be like the documents they recently received, where it went to one person to sign then kicked it to the next to sign. He explained that he was usually copied in on it so he could notify them right away that something had to be signed. He stated that was how it had been last year.

Witt asked what would happen with the windsock relocation, given that it would not be funded through the grant. He asked if it would be put on hold for now.

Shillington replied that it would be on hold and said that it tied perfectly into their next topic, which was the Capital Improvement Plan (CIP). He stated that INDOT requested that they submit a new CIP, which was a five-year window of potential projects that they would be asking money for. He explained that the CIP would be submitted for approval at their November meeting, so they had all of September and October to discuss it. He stated that if they would want to pursue a project to replace the wind cone, then he could add it to the proposed CIP, and he said it sounded like the FAA Great Lakes Region wanted it as a separate project. He explained that it was tied to a priority score and there was a certain code input into their software, and if it was coded to the wind cone, then the priority would go down and jeopardize the discretionary funding as it was the least prioritized.

Daven asked for clarification that there would be no clearance issue with the windsock at its current location.

Shillington replied that there would not be a clearance issue, just an opportunity, as Sheley suggested, for work to be done. He stated it was in the object-free area of the runway, making it a perfect time to justify the electrical work. He explained that that was the motivation, and there would be nothing that would interfere with the use of the parallel taxiway, which he believed the FAA recognized, so that was why it was pulled out. He stated he would work with Sheley to refine the CIP more and decide where they would like to put the wind cone project. He commented that they still had the Snow Removal Equipment (SRE) to adjust since they received

no bids, and he believed they needed more money to procure the equipment and said there were some adjustments needed. He explained that they would start to refine them over the next few months so that they could submit a plan at the November meeting. He shared that in discussion of the SRE, for FY 2024, the available BIL funding was \$338,149, but because of the Buy America issue requiring a much larger tractor than they initially thought, the SRE project was more in line with a \$417,000 project. He stated that even if they got bids, there would certainly be a lack of funding to follow through. He said with the projected BIL funds they would receive in FY 2025, he expected they would have \$497,000, which would be enough for both the larger SRE and header beam replacement. He proposed a schedule for the SRE, as seen below:

Revised AIP-028 pre-application	December 1, 2024
Advertise for Bids	February, 2025
Open Bids	May, 2025
AIP-028 Grant Application	June, 2025
Receive FY 2025 BIL grant	TBD?

Morrison asked if they had seen other airports struggle as much with purchasing SRE.

Shillington replied that there had not been a lot of airports trying to acquire SRE. He shared that in his 24 years, he had done it twice, and that was when smaller tractors were made in America. He said that over the last few years, from his understanding, it had all been shifted to Europe and explained the difficulty in getting the bids for the tractor as a recent Buy America issue, as it had not been that way in the past.

Morrison asked what his other clients were doing with respect to SRE.

Shillington replied that they were either using equipment they purchased with their own funds, using equipment provided to them by whomever owned them, such as a city or county, or hiring it out to a private firm. He explained that there was no real consistent approach because airports did not usually like to pay someone because, in the long run, it was more expensive. He stated that most airports had just a plow that was loaned by whoever owned the airport.

Daven asked if they were looking at \$400,000+ compared to how many times a year they had a runway that was snow-covered and needed to be plowed. He also asked about the status of the tractor they currently had.

Sheley replied that it was a 1994 tractor.

Daven remarked that it was a huge amount of money that could be used elsewhere if they had another avenue of taking care of the grounds that was still effective.

Bockman commented that it was a good question, as it turned into a lot more of a deal than they thought it was going to be.

Shillington added that it was a matter of priorities and the use of limited funds.

Sheley stated that their local cost was 5%, which was \$20,000 of \$400,000, so they would spend more than that if they were to purchase it themselves.

Bockman explained that he understood, as that was what they discussed at the beginning, saying it made sense to them. He said they did not receive a bid, so it turned into a hassle, and he said that he was not saying to abandon it, but said that those were legitimate questions that Daven asked. He shared that they had to do it with concrete once and said he understood that it was a unique situation, but it worked better to pay for it themselves because there were both time and money ahead of schedule. He stated that, regarding what was going on, it was certainly something to consider.

Shillington hoped that going through the CIP planning process would help them decide and delay it until after they had accomplished something else. He believed it was wise to have plans to acquire equipment as it was a more cost-effective route to acquire expensive equipment, and with infrastructure funds, it was much easier in comparison to federal funds because of the priority system. He explained that it would be good to strike while the infrastructure program was around and said it was easier. He expressed that if they thought it was a hassle with the infrastructure funds, they should wait until they tried with the normal funds. He stated there was a logical window of action if they tried to do it.

Houin asked, if they ventured to do this on their own, if there were any requirements that say it had to be new equipment.

Shillington replied that if they were to use their own money, they were free to pursue it any way they wanted to. He explained that the reason why there were requirements was because there was a service life that was associated, as the FAA would not want to spend federal money on something they had no guarantee on.

Houin asked if they would still have to meet the Buy America requirements if they were to do it themselves. Shillington disagreed.

City Attorney Houin shared that the requirements he was aware of were that if it was over \$50,000, they would have to solicit quotes, and if it was over \$150,000, then they would have to advertise for public bids.

Bockman stated that the number had never been the same as they had asked that multiple times.

City Attorney Houin explained that there had been some changes over time to State Statutes.

Witt asked if they went their own route, would it cost the airport more money than utilizing the infrastructure funds, but then said they would have a larger amount of infrastructure money for other projects. Shillington agreed. He asked if they were to purchase used equipment as well, would they be in the same situation they were in then five years from that day? He asked what would be next on the CIP if they were not to use the BIL funds for the SRE.

Sheley replied that it would be used for anything further down the CIP list and added maybe throwing another hangar in somewhere.

Daven shared that it would be his idea to get additional revenues up.

Sheley commented that a hangar or property to put a hangar on would be good and believed the problem would be that the cost of property would be high anywhere.

Curtis Brown stated that purchasing property was administratively difficult.

Shillington replied that there was an issue with the BIL funds for the fifth year. He explained that even though they provided the funds for five years, it would still be subject to the four-year restriction, meaning if they waited for the fifth year, they would lose their first year because it only carried over for four years. He stated there were some timing aspects to consider and explained that if they tried to acquire land with it, the process it would take to acquire the land would cause them to miss the funding window. He introduced a letter that a lot of airports had recently been receiving from the US Department of Transportation stating that, under DOT Order 1000.12C, The Department of Transportation was requiring them to develop and adopt a Title VI implementation plan prior to the grant process. He explained that Title VI had to do with anti-discrimination, and it was an additional item needed as far as grant documents go. He stated it would be a Title VI checklist and certification to provide to the US Department of Transportation. He said that it seemed from the letter that there would be some time as it would not start until FY 2026. He believed it would be like their obligation to provide a disadvantaged business program, and it would just become a service they would provide for them. He shared the final item in his report, that he asked his company to step down from his current position at a convenient time, before the end of the year, and said he had simplified his hours by going to a 32-hour work week to concentrate on the engineering side of things so that he could extend his career. He introduced Curtis Brown of Woolpert and said, to embarrass Brown, that they would be receiving an upgrade in that he was a senior to him and would bring a lot of experience equal to or greater than his.

Brown remarked that he had some big shoes to fill, as they had had an exemplary engineering council on projects, and he endeavored to continue that level of excellence for them. He shared that he had been with Woolpert for seven years but had been a project manager and aviation engineer for 27 years. He stated that he had not exactly been dabbling in it, as it had been the core focus of his professional life. He said that he had a great opportunity of serving several general aviation airports, as well as a business and a large commercial business. He told them that he was able to bring a good breath of experience to them and was looking forward to serving them.

Houin asked where he resided.

Brown replied that he lived on the north side of Indianapolis and worked in the same office as Shillington.

Shillington commented that Brown used to be his supervisor.

Brown agreed and shared that he then decided to downgrade back down to what he loved, which was serving clients and running a couple extra programs as well.

Shillington stated it was a convenient time to make the decision as they had wrapped up their active grant with the hangar door and had yet to begin their taxiway project. He explained that over the next few years he believed they would work together on the next CIP, which would be



an easy transition for him to be the face of Woolpert in the future. He stated that he would still be with Woolpert and in aviation and that Brown would probably have him working for him, but he would not be a representative at the meetings.

Brown wished to echo that they would not be losing Shillington in any way as he would still be the technical expert, and Brown would be handling the late-night meetings while Shillington got to make him look good and keep all the promises he made. He stated they were gaining a resource with the technical competence that Shillington brought by allowing him to dial in and focus on that.

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

Subject: August 2024 BOAC Meeting

1. Fuel Farm: Waiting for quote for remainder of work. Expecting \$5,000 to \$8,000 more. Still waiting, have called several times asking for part updates and quotes. Also billing issue still pending for a \$1900 bill to replace a \$77 part with 15 minutes labor.  
Jet A hose bad, ordered new one \$2,035.00, received and installed by Joe and I on 7/6
2. RNAV 28 Approach night issue. Emails with Manager of Instrument Flight Procedures ATO-FAA. Identified trees on Zimmer ditch (east of Lilac Rd) in the 20:1 OCS. I had Bowen Printing enlarge the ALP survey prints to identify. Contacted County Surveyor about cleaning ditch right of way. Not a ditch they collect taxes on so no county funds for clearing. We can cut and treat with Tordon, not allowed to uproot.
3. Evicted delinquent tenant-aircraft gone 7/30.
4. Culver/LIFT Summer Camp over LIFT purchased 1,693.71 gallons.
5. Alpha-Flight: 2 Private, 1 Multi, 1 MEI.
6. Cleveland Helicopters: 1 Commercial.
7. New tenant-part of flying club with the Taylor Craft-bought RV-7A, all hangars full.
8. Runway & Grounds Inspection Report: Attached
9. Updates:
  - a. Fuel farm 100 LL shut off valve replaced, old valve seal bad and leaking. \$150 approx. for valve-we installed.
  - b. AlphaFlight- 1 private check ride + a Senior this fall in aviation program soloed.
  - c. Cleveland Helicopter- 2 Commercial, 1 Private

Regards, Bill Sheley

Sheley stated that he and Brown had been friends for several years and said he learned a lot from him, so he was looking forward to working with him. He updated the board on the Fuel Farm and explained that they were still trying to work through their IDEM underground storage tank inspections. He shared that they had the bill for \$1,900 mentioned above and that they received a revised bill of \$1,000, which was cut in half but was still high. He said that they were not going to pay it yet, as they still had half of the work left for the underground storage tank inspection and still had not been given a list of the work that they had done. He said they paid their \$5,000 bill but informed them that he would continue to hold the bill in hopes that they would provide him with a copy of the work they had done; afterwards, he would pay the bill and move on. He added that they did replace the Jet A hose the prior week and, like the 100 LL hose, it had a crack at the point where it attached to the hose reel.

Sheley addressed the RNAV 28 Approach night issue, and in correspondence with the FAA, they identified it as the 20:1 obstruction in the threshold siding service (TSS). He pointed out that when they look at the engineering work done for the airport layout plan (ALP), that 20:1 is the TSS. He explained that there were three other areas with different slopes and mentioned 34:1 and

40:1. He stated that the trees they had identified as being in the 20:1 were laterally outside of all those areas, so none of them were in any of the TSS, and those were the trees along Zimmer Ditch. He said that when he spoke to the county surveyor, they said they did not charge a tax on the ditch; therefore, they would not have money for the cleaning of it, so that was left for them to do. He shared that once he learned that none of the trees penetrated the 20:1 inside the TSS, he sent them a question about it as none of the trees were in that area. He said historically he had received responses from them within 12 hours, but as of that day, he had not received a response and was hoping that meant someone was taking a closer look at it and identifying what he had identified. He continued with the rest of his report as outlined above.

### **Other Business**

Daven asked about landing fees for aircraft over a certain weight.

Sheley replied that he had requested them, but the board had never really given him much of a response. He explained that the charter captains who have flown in always asked, as they expected landing fees but one was never put into place. He believed it would be a good idea since they expected to pay it.

Bockman replied that he didn't recall ever talking about it and asked what the reasoning was for not doing so.

Sheley shared that Atlantic Aviation in South Bend charged \$300 for someone pulling up in front of their business, but said he would certainly not want to charge a smaller plane \$300.

Daven commented that it was usually based on weight.

Sheley mentioned that a good example he had seen was Clark County, who had it published on their website and was based on weight and size of aircraft. He stated that they also explained that if it was a regular, they would sometimes wave fees.

Daven stated typically what he saw for his class of aircraft was that if they bought fuel, it would be waved. He said that for his size of aircraft, it was usually a \$25 fee, but if there was a class Bravo airspace or something larger, it was \$75+.

Sheley agreed that the purchasing of fuel had to be a part of it. He shared that he was there most of the day that Sunday because they had a larger jet scheduled to arrive at 10:00 that morning. He explained that he had gotten in around 9:30 a.m. and said there were 10 aircraft on the ramp, which did not leave a lot of room, so he spent 20 minutes moving aircraft around, making room for them, only to learn they had canceled. He said that he had left and gone back an hour and a half later and was told they would be there at 4:00 p.m. He added that he didn't even need to be there at 9:30 that day because of what had happened. He stated that companies expected a callout fee, which was typically \$100 for afterhours, and then depending on how long they must be there after the first hour or two, there were additional fees. He said one reason for the fees would be that if he had to have any of his employees go in after hours, according to the City Employee Handbook, they would get paid for two hours even if they were only there for 30 minutes. He explained that if his employee, Deisch, went in, he would be paid for it, but if he went in, it would be nothing but an annoyance to him as he was a salaried employee. He explained further that bigger companies expected a callout fee in addition to a landing fee and said that was another fee they needed to

discuss. He told them that he did go back at 3:30 p.m. since they were supposed to be there at 4:00 p.m. and said they were already there, along with their passengers. He said that their captain hadn't gotten off of the plane yet, but when they found out he was there for them, they bought 320 gallons of fuel, which was \$2,000+ worth of fuel. He stated that that would be a situation where it would be difficult to decide what fees to waive and said it was worth discussing and considering how to charge those fees.

Bockman believed Sheley had a good handle on the situation, especially since they were already expecting the fees. He added that it would be silly not to charge them.

Daven stated that landing fees were typically published but were discretionary if they went places frequently.

Witt commented that if it was not in the language, it could be waived for regulars when they paid, but just at their discretion.

Sheley shared that a lot of their traffic was Culver traffic and said that he worked to be good to them, which they appreciated, so they continued to return. He added that they did have another option that was only two miles further away with a longer runway.

Bockman commented that that may be what stopped them before, but with that information and trusting Sheley at his discretion to ensure they were not running anyone off, he added that he did not see any reason why the fees should not be in place.

Sheley suggested that he could research some of the other airports that had fees and draft something up for review. The board agreed.

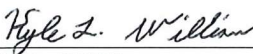
Bockman wished to thank Mark Shillington for all of the work he had done on both a professional and personal level.

#### **Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- July 2024 Financial Reports

Commissioners Houin and Daven moved and seconded to accept the correspondence as presented. The motion carried.

There being no other business to come before the board, Commissioners Bockman and Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:48 p.m.

  
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Kyle Williams  
Recording Secretary