

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

September 10, 2024

The City of Plymouth Board of Aviation Commissioners met in regular session on September 10, 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, Kevin Morrison, and Anthony Witt, who were physically present. Commissioner Ken Houin was absent. Also, present were, Airport Manager Bill Sheley, City Attorney Jeff Houin, and Mayor Robert Listenberger. Airport Engineers Curtis Brown and Mark Shillington attended virtually. The public could see and hear the meeting through Microsoft Teams.

Commissioners Morrison and Witt moved and seconded to approve the minutes of the regular session meeting of August 13, 2024. The motion carried.

Airport Engineer's Report

Airport Engineer Shillington stated the news for the parallel taxiway came too late for him to prepare the construction contracts to come to them with a recommended award. He stated for Division A Paving, the low bidder was Milestone Contractors, and for Division B Electrical, the low bidder was Michiana Contractors. He asked the board if they would like to conditionally approve of the Division A/B work that he would prepare the contracts and send them to the contractors and acquire their signatures. He recommended conditionally approving the award to the two apparent low bidders.

Witt asked why the grant amount was higher than the two quotes combined. He asked if that was accurate.

Shillington replied that it was higher as it included the engineering and construction services fee that was approved at the last meeting for Woolpert Services. He stated that would provide the grant administration, construction management, and the on-site presence during the construction. He stated the FAA also required an update to the Airport Layout Plan (ALP) once the taxiway was completed and to produce an Airports Geographic Information Systems (AGIS) as built. He stated that would require them to take an aerial photograph of the finished pavement and then have a graphic survey to collect the safety critical points that would be loaded to the main geographic database so the FAA can access the survey data and utilize it. He stated they could wait until the next meeting to have all the documents before them to approve or they could conditionally approve the award to the two apparent low bidders.

Commissioners Witt and Daven moved and seconded to conditionally approve the award of the Division A Paving to Milestone Contractors, along with the Division B Electrical Work to Michiana Contractors. The motion carried.

Shillington clarified that the condition was to provide him with time to prepare those documents and get them to the contractors and whenever they respond to him that there would be some preliminary setup time on their ends. He stated while there may be some activity this year, especially with the earthwork, he did not anticipate any paving to be done as it would be too late

in the year. He explained the bulk of the work would be next year once the asphalt plants open, but they could still conduct some earthwork that year. He stated once there was more information on the schedule that he would get that to Sheley so he may share that information with them. He stated that they would continue to work with Sheley on their new Capital Improvement Plan (CIP) for submission and would share that at their October meeting so they can be ready by their November meeting for approval.

Daven asked if Milestone were to start the earthwork that year, and it goes through the wintertime, if there would be additional expenses to correct any issues that were to arise.

Shillington replied that the earthwork would be winterproof as there would not be anything that would be disrupted or harmed by the winter process. He stated earthwork usually benefits from a period of inactivity as it allows it to sit in place.

Sheley stated that both the City Attorney and Bockman had signed the AIP-027 grant agreement from the FAA, and they had sent back a finalized copy with the signatures.

Deputy Clerk-Treasurer Kyle Williams reminded the board that they did not approve the signatures at the prior meeting and still needed to ratify approval of the signatures.

Commissioners Witt and Daven moved and seconded to ratify the signatures on the AIP-027 grant agreement. The motion carried.

Brown stated on October 1st, it was the start of the federal fiscal year, and they shut down Delphi for a period of about three-four weeks while they perform an internal audit. He stated the first pay request may get delayed just a little bit but would be in the queue so the reimbursement may lag but it would be timelier after that.

Airport Manager's Report

Subject: September 2024 BOAC Meeting

1. Fuel Farm: Waiting for quote for remainder of work. Looking for new service company to do weighs and measures-filters ordered.
2. Recent repairs: A/C condenser split, Natural gas leak at furnace connection, front door key pad electric service reset.
3. RNAV 28 Approach night issue. Hill on south east corner between runway and Michiana Contracting is the issue.
4. Landing Fees/ Call out Fee
5. Rent Review-M, B, Alpha Office
6. Helicopter Fee-2 blade
7. Billboard/Fourway fee
8. Blueberry Report
9. Alpha-Flight Students: 2 Instrument.
10. Cleveland Helicopter Students: 1 private.
11. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley updated the board on the fuel farm, he stated they did order filters a while back and he did receive one last week and are awaiting two more. He stated Airport Assistant Manager Deisch did call on a new service company to do their weights and measures to get the work done.

He listed within that last week they had an A/C condenser split, which cost \$1,500 to be repaired, a natural gas leak in one of the classrooms, which they were able to fix before class started, and the front door was inoperable for about a week until they were able to get the keypad service reset. He stated there was an electrical service in the attic above the classroom door and a control box behind their filing cabinets in their back closet, and those filing cabinets have been moved out as to not forget they were there in the future, as it was a matter of unplugging and plugging in the battery that cycled the door. He stated the people who did come to look at the door explained that it was 40 amps and that it was a lot for a door, so at some point, they may have to look at it again.

He stated regarding the RNAV 28 Approach issue, that he had put that back in the hands of Woolpert to review the survey done back in 2019 to see if that would suffice for the FAA and he had not heard back on that yet, so he imagined they were still reviewing that. He stated at the bare minimum, once they review the survey, that they may have to remove the hill to the south side.

Brown replied that Woolpert was still reviewing the survey work.

Witt stated he was under the assumption that it was a tree issue.

Sheley stated that the FAA had got back to him, and they explained the threshold on the small mound to the south of the runway was causing a problem. He stated he had looked to see if any trees were an issue, but they had gotten back to him within a week and showed it was the small mound of dirt on the south side by the cornfield. He stated back in 2018, they had an issue with the mound, and they had the city come out with a payloader to remove about a foot of dirt and they had Woolpert resurvey the point where the issue was and at that time it was cleared up. He stated when he got the GPS coordinates, that it pointed to that same point still, with the FAA now saying it was 2-3 feet too high. He stated they would see if that survey from 2019 would suffice and if not, they would remove dirt to get it taken care of.

He stated at the last meeting they discussed landing fees so he had provided a list of landing fees that another airport had used and at the bottom of the list, he included their more common and largest aircraft they would have come in, along with their gross weights so they can get an idea of the aircraft that frequent the airport. He stated if they would like to institute a landing fee, that he would also like to consider putting a callout fee as well. He stated he was on an email chain with many of the smaller airports in northern Indiana and five years ago someone was asking if anyone had a callout fee and many of the airports had one at that time. He explained at the time it was around \$150/hr for the first two hours for a callout. He stated he would like to have a callout fee because he had multiple instances of jets asking for a callout and they had no issues with paying a fee, but then nobody would show up on the weekend. He stated they would change their schedule and show up the next day or six hours later. He stated with him being salary, it did not matter, but if he had to call in Deisch, then he would have to pay him a minimum of two hours, and the jets expect to pay the fee so there was no reason to not have it when they need it.

Morrison asked Sheley if he was asking for them to affirm this.

Sheley replied for it to become a fee that they would have to have a motion and pass it before it would go to the city council to be advertised and put into the books.

Morrison asked Sheley if he was looking for that exact fee schedule or if he was considering a modified version.

Sheley replied that would be up to the board as he believed it looked fine to him except for them not having anything over 40,000 lbs. so they would not need to include it. He explained that the landing fee schedule was taken from an airport that had a global base there and that they would not have something of that size.

Morrison addressed that the final item on the list also included a special event fee, and he believed that should not be considered as he would not be sure what special event there would be.

Witt asked if this would be waived if fuel was purchased.

Sheley replied that it would be waived on fuel and up to his discretion.

Morrison believed that sounded fine and he was wondering if they wanted to have the fee schedule be applicable at the airport manager's discretion or they could write up how it would be applied so there was no misunderstanding in the future. He stated he was fine with the fee schedule, but his thought was if they can lay out rules to apply it to avoid issues in the future.

City Attorney Houin stated he could work with Sheley and draft a formal resolution and incorporate some of this, along with some language for review prior to the next meeting.

Daven asked if there would be a landing fee for anyone based here.

Sheley replied that they would not.

Morrison believed it would be prudent to catch some of the language in writing to avoid confusion, but it sounded like the resolution would address that.

Witt replied for the callout fee as well that he would be in favor of that. He asked in the instance where he would get called out and they do not show, but rather six hours later, if he would have two callout fees.

Sheley replied that he would as it wasn't like they did not have his number or vice versa.

City Attorney Houin did not believe a motion needed to be made on this that night as they would put something together in writing for them to discuss.

Daven agreed with the fee schedule presented and stated that he would have no issues with it.

Sheley commented with the recent raise to the T-Hangars, that they are getting close to a rent review for the M, B, and Alpha Office. He explained they are all rented by Alphaflight but they were awaiting all three of their different contracts to expire so they can redo it all as one contract. He stated he had included prints of the areas in question. He listed that the "B" Hangar was 80x80, has heat that was paid for by the tenant when it was on, it was insulated and has a new door. He stated the current rent for the building is \$500/month. He listed that the "M" Hangar was also 80x80, the tenant had offered to pay the heat, but because of the surrounding offices to it, they try to keep the heat on to not have any pipes freezing as there are closets off the hangar that have pipes they do not want to freeze. He stated for the "M" Hangar, the current rent was \$450/month and for the office space, they were paying \$800. He explained he would be open to some suggestions for modifications to those fees.

Witt asked what that rent was compared to two-three years ago.

Sheley replied that it was a five-year contract that they wrote with Alphaflight and it raised \$50/year monthly over that five-year period. He stated after the hangar door was completed on the "B" Hangar; they raised that rent \$50 at the beginning of the year.

Bockman asked what the comparison was to everyone else.

Sheley replied for the Sherk Hangar that had the LIFT Academy sign on it now, was 50x50 without insulation, and they are charging \$800/month.

Morrison stated that it was tough for comparing as they are specialized structures.

Bockman stated to him the building was all about what it cost to build and the land as that was how everything else was figured. He stated that airports had also been different because by the square footage, it was a steal compared to everywhere else.

Sheley commented that the \$500/month for the "B" Hangar and the \$450/month for the "M" Hangar are numbers that went back over 10 years that they had been close to that amount.

Bockman stated that he did not have the information for hangars in the area. He stated square footage wise; it had always been a better deal than anywhere else.

Morrison stated to bring some logic to this, the Sherk Hangar was a different building as it was not insulated, but they could calculate the "x" amount of dollars per square foot, as they more recently negotiated that with the Sherk Hangar.

Sheley stated it would be \$0.32/square foot for the Sherk Hangar.

Morrison replied that they should figure out if they want to get to the same rent per square foot for all their hangar space, but there would then be differentials between those that are heated and unheated or insulated versus uninsulated.

Sheley replied that would be a great way to go but he believed that would be exorbitant as it would take that hangar to over \$1,000/month.

Morrison agreed as they would be jumping 10 years all at once. He stated his next thought was to see where that was where they would like to get to, but they would not want to get to it all at once. He stated they are not trying to gouge anybody but suggested splitting the difference by doing a three-year contract going 1/3 each year. He stated there could be a logic on how to get there.

Daven asked how the rent was figured for the Sherk Hangar.

Sheley replied that he tried to ensure that the \$65,000 they spent to get it ready could be recouped within a five-year period.

Daven stated that it did not make their existing infrastructure worth \$0.32/ square foot due to the plan that was in place for that. He stated his thoughts were that they should focus on increasing rent but at the same time it would be a public facility so they should not charge more than what was fair market value.

Morrison asked Sheley if he could check the rates at other airports around the area as it may be another datapoint they could pull from.

Sheley replied that he could check a lot in the area but unfortunately a lot of the airports in the area are private hangars, so that would be the hard part about it.

Witt asked what would happen if they just jumped up more than the \$50/month per year that they were doing, that it would be a starker contrast so he did not believe keeping it the same would be the right move. He stated he would want to be more conservative for them as they would like to keep Alphaflight as long as possible because they are not passing a lot of students through currently.

Bockman stated when they looked at this before that they find a lot of what they said. He stated it would be easier to get a fair market value when discussing expenses, square footage, etc. but that was why some people are getting a great deal because they have someone they want to keep as well. He stated he felt the same about a lot of what was discussed that night as they want it to be fair but at the same time not feel like they are giving it away.

Mayor Listenberger asked when the contracts would end.

Sheley replied that the last of the three contracts would end that next month. He stated it was written in the contracts that they could still go month to month until they decide on this. He explained he had no problem with this going to the first of the year before having this put in place as it would give him time to do it.

Witt asked Sheley what he had in mind.

Sheley replied that the office space he was okay with the \$50/year increase, but those hangars had not been increased in a long time and with the new hangar door in the one that they should at least look for a couple hundred dollar increase initially and then \$50/year on top of it. He believed they were getting behind with those two big hangars.

Morrison agreed that if it was not addressed that the gap would just get bigger. He believed they are trying to find a fine balance between not trying to gouge or make life difficult for anyone but at the same time trying to be prudent, so they are not hurting themselves.

Sheley commented there was also a large difference in the airport from when those rents were \$450/month 15 years ago to what the airport was at that time.

Witt commented there would also be a new taxiway there the following year.

Sheley stated that he intended to come back to them for "T" Hangar increases at that time, once the taxiway was done.

Daven asked if they could implement an initial \$50/month and then a percentage fee years after.

Sheley replied that it could be whatever they like.

City Attorney Houin asked for clarification that the previous contracts were five-year contracts. Sheley agreed. Houin stated if they presented them with a proposed five-year renewal contract and they can't work on the increase, then they can always negotiate with them, and then bring it back to the board if they need to. He commented that they may look at the agreement and sign it or they may say it was too much.

Sheley stated he would start with bringing them numbers for box hangars in that size range for a place to start.

Morrison believed that having any data was better than what they have now compared to not having anything. He stated from there it would be a matter of judgement to see.

Daven commented that it came down to demand as well as they are not a high traffic airport, so it isn't like they have over 100 people waiting on that hangar.

Sheley replied that they are full, and he would be surprised how often he gets calls for hangars.

Daven believed it should still be taken into consideration.

Witt stated it sounded like the discussion was more about hangars and not office space. He stated regarding the office space that the \$50 would be responsible but it was really the hangars on where the larger gap was.

Sheley believed the office space, at the current rate where it was at, was not as far away from where it should be compared to the hangars. He stated for the offices, the contract was newer, they put in the \$50/year increase that it made it so they were not behind, and it was probably not too far off from where it should be. He stated for those hangars, with not being changed as much in 10-15 years that it was far behind.

On the topic of rent, Sheley brought up that they receive rent for a billboard and rent for internet that goes to Michiana Contracting. He stated neither of those have not changed since the seven years he had been there, and he could say he had never seen the contracts to know how far back

they go but those have not changed for some time as well. He stated Fourway pays them \$600/year for the internet they shoot from their building to Michiana Contracting. He stated the billboard was the one in the woods currently being leased by Auto Park, but it was leased through the sign company in Argos that pays the rent for it.

Mayor Listenberger asked how much the billboard was.

Sheley replied that it was \$600/year for the billboard and \$600/year for the internet. He stated the closet where all the AWOS was at in the hangar, behind their office, that half the closet was also taken up by the computer equipment that Roland Houin of Fourway owns.

Witt asked why it was that way. He asked if they couldn't get their internet without it.

Sheley replied that they must not have hard cabling out there.

Morrison believed when Metronet was brought to Plymouth that the airport was directly off that line. He stated when he was at the airport, and someone ran a speed test on their laptop that they found out it was fast internet. He recalled that at the time, it was the fastest service that Michiana Contracting could get. He stated things may have changed but that was his recollection of why that contract was in place.

Mayor Listenberger believed there should be a contract for that in place.

Witt stated that he would be in favor of raising both if neither of them saw a contract as it was so old.

Morrison believed it would be good practice to have an inventory of those contracts so they can stay on top of it.

Sheley stated from his speed test there that it was a download of 32 megabytes and the upload was about the same. He stated at the airport it was about 45-50 megabytes.

City Attorney Houin stated the service provider to the city was up to 50 megabytes.

Sheley asked where he would start to look for those contracts. He asked if the clerk's office would have them.

Deputy-Clerk Treasurer Williams replied that he knew where the Fourway contracts were, but he would need to dig for the billboard contract.

Sheley stated he had not seen the contracts but was aware it was a check they received. He stated the miscellaneous checks were those, along with the check received for the solar contract. He stated the other fee he did not have was a fee for helicopters and he would like to see a fee for hangar rent on two bladed helicopters. He stated they could stick about three helicopters where one aircraft would go. He stated they never charged for them, and they are willing to pay so it needed to be charged.

Commissioners Morrison and Witt moved and seconded implement a fee of \$50/month for storage of two bladed helicopters. The motion carried.

Sheley stated during the city council meeting two meetings ago that Eric Walsh of Baker Tilly was going over budgets and he commented that they needed to lower the income for the airport. He stated he had a spreadsheet in front of him that without any changes, they would bring in \$72,205 next year in just the standard incomes they already had set up. He listed that would be "T" hangars, hangars, office space, farm lease, etc. and explained that was about \$40,000 when he started several years ago. He stated they had been moving in the right direction.

Witt asked if that difference was mainly in fuel.

Sheley replied that had nothing to do with fuel as fuel was another \$30,000-\$40,000 on top of that.

Witt asked what was driving the big difference there.

Sheley replied that "T" hangar rates were \$85 when he started, and they had no office space being leased.

Morrison stated they also spent a lot of time and effort updating those offices to make them much more leasable than they were at one time.

Sheley commented that \$10,000 of that was also from the LIFT hangar and office. He stated for the Blueberry Festival that year that the 4-H had about 100 more people than last year in the way of people they fed and that should put them around 500. He stated that they got cleaned up earlier than normal from having more help and were more organized.

Other Business

Witt asked what time next year they believe the taxiway would be complete.

Shillington replied that the earliest he would predict paving would be May of next year and he would give the timeframe of a month for the paving and a month for the electrical work, so by the end of July at the earliest.

Daven stated at the last meeting, they were discussing Snow Removal Equipment (SRE) and they asked if funds could be appropriated for anything else. He stated during the discussion, it was brought up about the purchase of additional land would be too complicated. He stated while they are reviewing opportunities to increase revenues at the airport, that they are seeing landing fees, callout fees, etc. that what goes through his mind was a fuel truck, to additional hangars. He stated if they are having aircraft come in that there would need to be a service provided to them to help justify landing fees as they are landing at their airport. He explained that a fuel truck was a big part of that. He asked if they needed to purchase land for the airport as they have the wooded area on the south side of the property just east of the solar cells. He asked if that could be developed.

Sheley replied that they could not as they had already gotten in trouble before for cutting into the woods there. He explained they had to clear part of the woods for the weather station, and they had gotten in trouble with the DNR for clearing it because of the age category of the woods. He

stated that Shillington may be able to speak on that as he was speaking on a subject from before his time at the airport.

Shillington replied that as far as what land could be developed at the airport, that there was an airport layout plan that shows future development at the airport. He stated that he did believe that it tried to make use of some of the southern portion of the property, but he did not recall exactly how it did. He stated as far as Sheley's comments about the wooded areas, that the southern woods had a special designation from the DNR called ancient woodlands or old-growth forests. He stated he had not come across that designation elsewhere, so he was not that familiar with it, but he knows they take extra sensitivity to the woods around the airport.

Daven asked if the area east of the "T" hangars on the north side was considered wetlands.

Shillington replied there was a delineated wetland along the drainage ditch running parallel to their fence line. He stated it would be very small though.

Sheley stated the woods on the north side could be cleared and used as they have images from the 1960's where there were no woods at that location, so those would not be considered ancient woodlands.

Morrison stated he remembered logs taken out of those woods years ago. He stated on the plan Shillington referred to that there was some preliminary work done with the idea of putting additional hangars in that it would go in the vicinity of the storage unit rental by the car dealership on the southwest corner of the field. He stated in a perfect world you could put some hangars there with a taxiway connection to the approach.

Sheley stated their current ALP showed additional hangars only on property that they would have to purchase. He stated it showed hangars behind the old Sear's building and hangars at the northeast corner by the mound of dirt mentioned earlier. He stated they only have 150 feet of that field, so they would have to purchase the rest of that field. He stated they would have to purchase property first.

Daven asked for clarification that there was no property that the city owned that could be built on at that time.

Sheley replied there was the possibility behind Michiana Contracting, but he was unsure if that would be too close to the runway.

Bockman redirected the focus back to the southwest side of the airport behind the Red Rock Inn.

Sheley replied that the parking lot area behind the dealership may be the only area, but they are spending almost \$5 million for a mile of taxiway so how much would they spend on taxiway to get it over to the runway area from there. He stated the field there was within the flood plain and he was unsure what problems that would cause.

Witt stated that he liked the area just to the north of "28" as it looked like a beautiful spot for a lot of hangars.

Sheley stated once the taxiway was complete, that would be the easiest location.

Daven asked how easy it would be to reconsider and if the total amount had to be expended.

Shillington replied that as far as spending the BIL money, the following year would be the deadline for the four-year accumulation of funds so it would have to be spent by the following year or else they would start to lose it. He stated it would have to at least be the amount that was utilized in the first year, which would be \$150,000.

Daven asked if that was not viable if they owned the property.

Shillington replied that he would have to search for their terminal area plan in the ALP as the only thing he remembered was a small "T" hangar. He stated they were going to relocate the access road for the Airport from its current location to the north but that would require purchase of the northern Neidig property.

Sheley asked Daven for clarification if they could build to the northeast corner on property, they already own with these BIL funds. Daven agreed. Sheley stated his concern would be what they could build for hangars with \$400,000.

Brown replied that it would be a 6-unit "T" hangar at best.

Witt asked if land acquisition could be put into a future AIP.

Sheley replied that it was in their ALP.


Daven stated the reason he brought this up was because the Buy American Build American (BABA) and if it could be utilized better, but it may be too late for him to be bringing that up. He stated it would be something that he would like to look at as it could bring more revenue to the airport than just a piece of equipment.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- August 2024 Financial Reports

Commissioners Morrison 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 Morrison and Witt moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:35 p.m.



Kyle Williams
Recording Secretary