

# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

November 13, 2024

The City of Plymouth Board of Aviation Commissioners met in regular session on November 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, Kevin Morrison and Anthony Witt, who were physically present. Also, present were, Airport Engineer Curtis Brown, 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 Morrison and Witt moved and seconded to approve the minutes of the regular session meeting of October 8, 2024. The motion carried.

## Airport Engineer's Report

Airport Engineer Shillington stated the first item was AIP 027 for the construction of the parallel taxiway and edge lighting, he believed the grant was in hand. He stated they had approved the construction contract as of last month and distributed them to the contractors. He explained he had asked for a preliminary schedule but had not heard back from them. He added that Michiana Contracting had begun to provide some shop drawings for the edge lighting and electrical work he had been reviewing. He stated with activation of that federal grant, it provided him the opportunity to invoice for the preliminary work to get the grant. He listed two attachments as seen below.

<b>Woolpert Oct 22, 2024 Invoice</b>	<b>\$47,250.00</b>	<b>[ Attachment #1 – Woolpert invoice ].</b>
<b>Woolpert Oct 26, 2022 Invoice</b>	<b>\$ 5,690.00</b>	<b>[ Attachment #2 – Invoice Reimbursement ].</b>

He stated the first invoice was for Woolpert's services, while the second invoice was reimbursement for costs paid to Woolpert back in 2022 for pursuing this project. He requested Board approval for these invoices upon receipt of the federal funds.

Sheley asked if the grant money had been received and that it should be there already.

Deputy Clerk-Treasurer Williams replied that he was not aware.

Sheley stated that it should have been there weeks ago.

Morrison asked how the \$5,690.00 amount fits into this.

Shillington replied that was paid locally and this would reimburse that.

Morrison asked for clarification that the City of Plymouth paid for this at that time. Shillington agreed. Morrison clarified that this was now to be reimbursed back to the City of Plymouth with this pay request.

Shillington stated that there would be no invoice to pay as that amount was already paid to Woolpert for their services. He stated that was part of the request for the funds to be reimbursed by the FAA.

Commissioners Houin and Daven moved and seconded to approve payment of Pay Request #1, which includes Attachments #1 and #2 above, upon receipt of federal funds. The motion carried.

Shillington stated the next item was the approved 2026-2030 Capital Improvement Plan (CIP). He stated he had printed out a hard copy for the board and planned to distribute it to INDOT's Office of Aviation by the end of the month. He reviewed the CIP updates with the board.

He stated the new estimate for Snow Removal Equipment (SRE) in the amount of \$385,000, along with the locally funded work to Strebig Construction to replace the header beam in the amount of \$33,550 are prepared as Attachment #3 – AIP-028 Grant Pre-Application. He listed the revised project schedule as follows:

\$ 385,000	BIL	Purchase Snow Removal Equipment; and
<u>\$ 33,550</u>	BIL	Reimburse Header Beam Replacement construction.
\$ 418,550		

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?

He recommended Board approval for the potential AIP-028 Grant Pre-Application.

Commissioners Witt and Houin moved and seconded to approve the AIP-028 Grant Pre-Application as presented. The motion carried.

Shillington stated there would be no action taken by the FAA on this application but rather this would be a heads up so they can begin programming it. He stated once the bids are opened and they determine the final cost, that would be when the actual cost of the grant application would be approved.

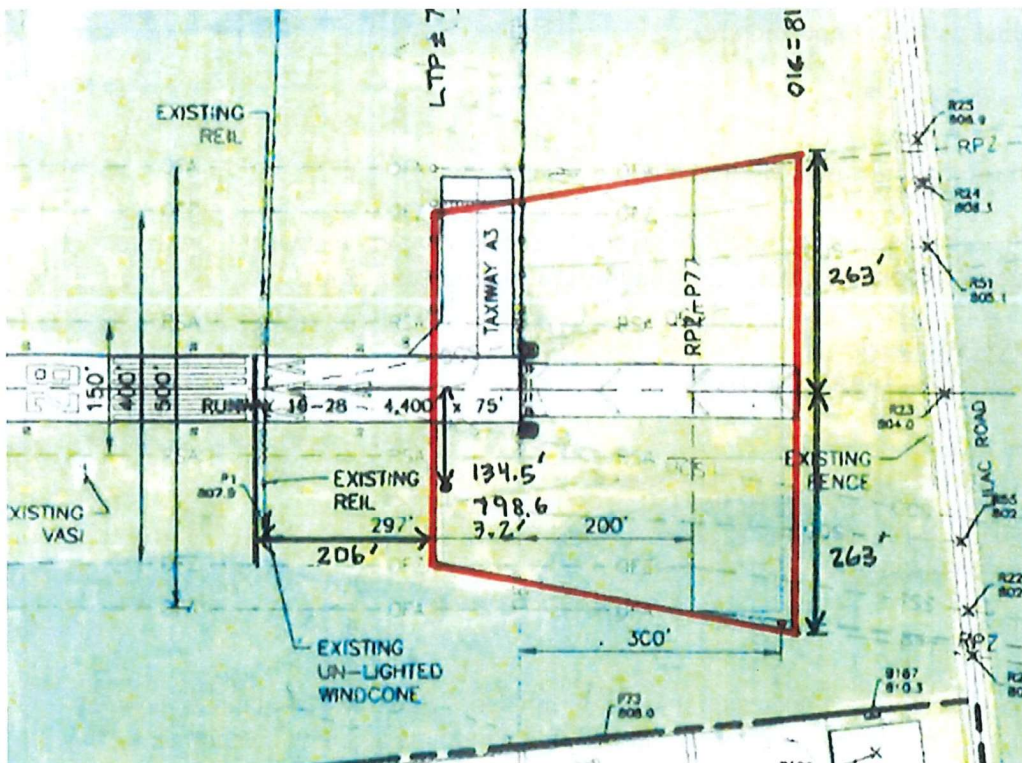
He stated the next item was the 2024-2026 Disadvantaged Business Enterprise (DBE) Program. He stated there were changes to the new FAA Authorization legislation that has required airports to prepare a new DBE program for 2024 to 2026 for review and approval by the FAA Civil Rights Office. He stated that the program dictates how you determine what the goal for DBE participation in their work was to be done for a particular year. He stated for some reason the authorization changed the language of that program which cancelled every previously approved program. He stated Woolpert had started to prepare a new DBE program for other airports and from what he understood, they had been successful in getting approval with the new authorization legislation. He stated eventually Brown or himself would present a new DBE program to the board once the one for the city was made.



Witt asked what the DBE program was and if it was just verbiage for them to have on file to check a box.

Brown replied that it would be language saying they would do certain things, and it was like any other policy that you would have at a company. He stated that the authorization just greatly bolstered the language of the requirements and put a tracking/reporting element in there. He stated that before it was a checkbox that asked if they had reached out to disadvantaged companies and gave them an opportunity but now it would be asking them to prove that they did. He stated for 2026, there would be a Title XI, which would be the actual program for the outreach to those DBE's. He stated they would see those 12 months from then, but it was just administrative language. He stated it did not change anything for their goal percentages or anything like that.

Shillington stated he had a chance to look into the RWY 28 night instrument approach procedure. He stated he had reviewed the emails and investigated the Terminal Instrument Procedures (TERPS) and found what language they were referring to that caused them to cancel their night-time straight-in of RWY 28 and circling of RWY 10. He stated he had emailed Victor Iniguez, who was their Program Manager in the FAA Chicago Airport District Office (CHI-ADO), because he noticed in the language that a Visual Glide Slope Indicator (VGSI) may be used in lieu of obstruction lighting with approval. He explained that the VGSI would count the same as obstruction lighting, and the VGSI out there was FAA owned Visual Approach Slope Indicator (VASI), so in their own language, it mitigates and should not result in a cancellation. He stated that it said with approval, but he was wondering who authorized that approval so they could get their nighttime approach back without additional grading. He stated he mapped the surface with a red trapezoid where there was a 20:1 penetration as seen below.



He stated in the emails the location where it was penetrating was marked with a dot about 134.5' away from RWY 28 and they were saying it was about 3.2' too high. He stated to correct that, they would basically have to grade the south side of that trapezoid another 3.2' to meet that visual area standard but there was a statement explaining it could be mitigated with approval. He stated he would continue to investigate this and hopefully Iniguez explains it would not be their office that approves that and provide the correct office but eventually they would reach the person and ask for the approval as it was FAA equipment.

Bockman agreed that it would be easier to solve by email than bulldozer.

Witt asked if this was changed by them without them informing us.

Sheley replied that it showed up as a note on the approach plate.

Witt stated that his concern would be that they finally receive the approval but in a year from then they have someone different throw it back on there again.

Shillington stated they would have to test the legacy database that they put this information in.

Sheley stated that it did show up for a reason, which was the aerial survey that was submitted for the Airport Layout Plan (ALP). He stated from the point of that submission that it had shown that note so it was not arbitrary.

Houin stated with it being 3.2' too high, how large of an area they were discussing.

Shillington replied with the trapezoid area.

Sheley replied with 200' x 350'.

Bockman asked if the whole area was that high.

Shillington replied that he was not sure if the whole area was but that was what they were evaluating the ground in. He explained they had just picked that one point.

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

Subject: November 2024 BOAC Meeting

1. Fuel Farm: No update.
2. RNAV 28 Approach night issue. Woolpert covered.
3. Wind Turbine, no new news after INDOT spoke to turbine company.
4. Golf course tree line trimmed by NIPSCO, I am planning to trim more, mostly mulberry this winter.
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated they had no new updates on the fuel farm as they had a few companies say they would come out to look but they don't show up. He stated they made a new contact when they



took the High School CTE program up to South Bend Airport with a manager at Atlantic Aviation. He commented that they oversaw the fuel farm up there.

He stated while he was on vacation in the middle of October that he had a couple phone calls from INDOT, with the first being from Chief Airport Engineer Michael Buening to schedule a conference call, but once he found out they were against the wind turbine that he dismissed the conference call. He stated the Buening stated that he could speak for them in stating that they were against it. He stated that later he received a phone call from INDOT from State Aviation Director Marcus Dial to reiterate that INDOT would be more than happy to be the bad guy if they need to be. He stated that Buening ended up having a phone conversation with the wind turbine people and he said it went well and that they understood our position. He stated that he had responded in an email to the FAA investigation and relayed it to the wind turbine people that the airport and state would be against the project as well. He stated they emailed the state immediately afterward asking the state if their position would be the same and they responded that Sheley would be more than welcome to speak on behalf of them about that. He stated he had heard nothing more since then. He added that they had also never made it to the city level with their request.

Houin asked if they were looking at adding one isolated tower.

Sheley replied that they were looking at one tower that would sit at 376' at the corner of Pioneer Seed's property.

He stated that NIPSCO did a lot of trimming of the trees between them and the golf course enough so that he planned to remove a dozen or more trees in winter once the golf course was closed. He stated that since everything was trimmed back 15 feet from the power line that the ones left, he wanted to take down are below the height of the power lines and/or all the weight was on the golf course side so they know what direction they would fall. He stated that what he was looking to take down were mulberry trees, so they were not tall. He stated that the conversation he had with the golf course a few years ago about trying to get it cleaned up was that he would be welcome to do whatever he would like as they didn't have the people to do it so it would be cleaned up.

Morrison asked if they had changed ownership.

Sheley replied that the owner was still the owner, but someone was leasing it. He stated that they did have a conversation that last week about the trimming of the trees. He stated he was the owner of DC Garage Doors near them, so he had already had a long relationship with them.

### **Other Business**

Sheley stated that Alphaflight did have three students who had commercial check-rides scheduled in the next two weeks, and two of them were students that graduated that past Spring from High School who were already going for their commercial licenses and hoping to have licenses by the first of the year.

Witt asked if they planned on staying here. Sheley agreed.

Sheley stated that there was a helicopter crash, and they all walked away from it. He stated that it was an experimental mechanical failure where they lost their tail rotor. He stated the helicopter was a loss aside from a few parts for the engine.

He stated had wrote a purchase order last week as they had \$140,000+ budgeted that year for the taxiway project but it would be too late to spend that so it would be encumbered to be paid out the following year.

Houin asked if there were any numbers for arrivals and departures that year.

Sheley replied that he could pull the information.

Houin stated he would like to see what it looked like that year versus what it would look like after the new taxiway was installed.

Sheley replied that with the tracking system they should have accurate numbers for it.

Daven stated in reading over last months minutes that there was the question about landing/callout fees, and it potentially being held over until that meeting. He stated from what he had experienced was that if the callout fees were an hour were one rate and if it were extended beyond that hour that it would be a higher rate. He provided the example of if an airport was closed that it would be \$75 for the first hour but if they were going to be there longer than the first hour then it would be at a rate of \$125/hr.

Sheley stated that five years ago when he saw the question proposed in an email chain that prices varied between \$100-\$150 for the first callout and then an additional \$50-\$100 if it was beyond "x" amount of time if they had to stay. He stated that was where he came up with \$100 to begin with and then beyond two hours, an additional \$50/hr. He stated there were quite a few instances where they had to charge it prior to the last few months where jets have asked called them out and not showed up. He explained if it had to be his assistant Joe Deisch who had to be called out that he had to pay him for two hours per city policy. He stated there was an associated cost and the expectation was there to pay it.

Bockman asked if this needed a motion.

City Attorney Houin replied that Deputy Clerk-Treasurer Williams and himself had discovered that none of the airport fees were published in the City Code of Ordinances, but they should be as they must be approved by the city council after approval. He stated that Williams had been working with Sheley, as well as the Parks Department, to collect all the current fees so they could create a codified version of that. He stated it would be appropriate to come back to them with a resolution to add those fees and verify the rest of them so they can present that to the council as one complete list of fees for the airport.

Sheley replied that he noticed a couple mistakes in reading them as well.

Morrison asked if the city had a procedure to revisit fees after "x" number of years.



City Attorney Houin replied that there was not an automatic review procedure but the benefit of codifying it would be that the city code was published and available through the city website to ensure it was easily accessible to the public. He stated that would also be a better alternative instead of having to call the airport and ask for someone.

Morrison replied that there would be a benefit to having it codified and captured in writing. He explained if there was not a mechanism for them to revisit a fee that was established and made sense pricing wise in 1967, that inflation had outstripped it by 30+ years and it no longer made sense.

Sheley stated that getting it all put onto one resolution would be nice as well. He stated in reviewing it, that he had to reference a dozen different documents.

Witt asked if publishing it to the website counted as advertising.

City Attorney Houin replied that it did not count as advertising. He explained when a fee ordinance was passed that it could go into effect immediately, but it also had to be published a couple days after passage. He stated that they did not have to wait for the publication period for it to go into effect.


Bockman stated that it sounded as if everyone was in agreement to move forward with the numbers that were presented from last month's meeting.

**Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- October 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 Houin and Witt moved and seconded to adjourn the meeting. The motion carried and the meeting was declared adjourned at 7:21 p.m.

  
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Kyle Williams  
Recording Secretary