

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

December 10, 2024

The City of Plymouth Board of Aviation Commissioners met in regular session on December 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, Ken Houin, Kevin Morrison and Anthony Witt, who were physically present. Also present were, Airport Engineer Curtis Brown, Airport Manager Bill Sheley, City Attorney Jeff Houin and Mayor Robert Listenberger. The public could see and hear the meeting through Microsoft Teams.

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

Airport Engineer's Report

Airport Engineer Brown stated that Woolpert has prepared three separate annual reports for Board approval. He stated they were summarizing what had been spent and received from the FAA today for all their open grants. He stated the City of Plymouth had five open grants with two being AIP funded (AIP-023 & AIP-025), one still open ARPA grant (AIP-024), and two BIL funded projects (AIP-026 & AIP-027). He stated he was asking for board approval of those financial statements and Woolpert would be submitted those to the FAA to handle the annual reporting requirement for those.

Commissioners Houin and Daven moved and seconded to approve and authorize submission to the FAA for the FY 2024 Annual Reports as presented. The motion carried.

Brown stated that the Capital Improvement Plan (CIP) approved last time had been submitted to and received by both FAA and INDOT. He added they were in the progress of programming that and they do not anticipate any changes upon discussions with FAA and INDOT.

He stated that last month they spoke about changes to the new FAA Authorization legislation to the Disadvantaged Business Enterprise (DBE) program for review and approval by the FAA Civil Rights Office. He explained that Woolpert had updated the whole program now and incorporated in all the new requirements that came in and what they need was board approval of the DBE program and signature so they can file that with the FAA Civil Rights Office. He listed out the principal changes to the DBE program.

- Expanded reporting requirements.
- Clarified definitions.
- DBE material suppliers added.
- Strengthened prompt payment language.
- DBE Net Worth changes.
- Certification process modified.
- Clarifies DBE eligibility and documentation.
- Changes to goal setting and reporting.

He summarized that there would be steeper accountability and tracking that the airport would have to do. He explained that there would be no change in the goals or percentages so there would be no impact on the existing projects for next year, but it would be something that they would be tracking.

Commissioners Witt and Morrison moved and seconded to approve and authorize submission to the FAA for the 2025 DBE Program Update as presented. The motion carried.

Brown stated for the Night Instrument Approach Procedure, they got in contact with the FAA and tis the season for FAA holidays, so it had been difficult to get ahold of them. He stated as soon as they had more information, that they would let the board know. He stated they would wait until after the new year when everyone was back from holiday, but they would keep pestering.

He stated there was no real activity on the current grants, but they are doing submittals. He stated in discussions with the contractor that he was anticipating a start date in May, or as soon as the wet weather has passed. He stated with all the submittals, they would be hitting the ground running and get most of the administrative work done quickly. He added that it was quite refreshing and a good sign as they normally must be hollering to get the paperwork. He stated that the fact they are doing it early shows they have a good guy coming in and they look forward to working with them in the Spring.

Witt asked if they were expecting any interruption to operations at the airport during construction at any point.

Brown replied that if there was it would be very minor like a day for setups and safety barricades, but they are trying to do everything in a manor where they can maintain full operations of the airfield. He stated if they ran into those situations that they would get those coordinated with Sheley to try to do them at a time where it wouldn't hurt anyone.

Sheley stated that Shillington did warn that they had not completed any dirt work up to the runway. He stated that they would have to disturb that when they are paving that area so there would be times when they close the runway. He stated that they did coordinate with Woolpert to inform them that late July would be a bad time for that closure, so they need to either get work done or plan on not closing that during their busiest week of the year.

Brown stated for the Snow Removal Equipment (SRE), they are getting things together and their schedule was to update their bid documents in January of 2025 to advertise them in February of 2025. He explained the reasoning for that schedule was so they could hold bids for 90 days because if they go longer than that then the contractor would have to agree to honor prices. He stated they are looking at a September 2025 grant award with bids being opened in May. He stated they are doing a couple month bidding period based upon feedback from last year, so they plan to purposefully be relaxed in that schedule to give everyone enough time to get bids in.

Airport Manager's Report

Subject: December 2024 BOAC Meeting

1. Fuel Farm: Found a company to work on the fuel farm. They have changed filters and are waiting for the quote to complete yearly/3 year inspections.
2. Alpha check rides: 1 private, 3 commercial
3. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated regarding the CIP brought up earlier that he had received an email from FAA Chief Engineer Michael Buening noting that the Taxiway "A" CIP project, which was the repaving/widening of the main taxiway building from the terminal building. He stated the email was just informing them that it was noted and in their CIP schedule, so it was not an award of a grant, but a notice that it was in their schedule, and they would like to get it done.

He started for the fuel farm he found someone to do the work who came out of Marion, Indiana. He stated they sounded very competent and that they knew what they were doing, so we are awaiting a quote from them for their annual and three-year inspections that had to be done for IDEM.

Other Business

Sheley listed:

- Over Thanksgiving, the VASI's were inoperative. Cycled control box and working again.
- Michiana Contracting repaired the bad runway light that kept blowing bulbs.
- Expect DNR report in January.

Daven asked if the fence was going to remain open.

Sheley replied that it would stay open as it was opened to do the taxiway drainage work, and they did not close it back up.

Daven asked if it would be closed when they came back to do the work.

Sheley replied that he would ensure that Woolpert would be aware that it needs to be done. He stated he was hoping that the grip wrap would keep the deer from walking across it, but he has watched them go across it like it was nothing.

Houin stated he noticed they had 7-8 light bulbs go out and asked how much they were.

Sheley replied that they were now \$8 - \$10.

Houin asked if the new bulbs would be LED.

Sheley replied that he believed the new bulbs would be LED as he believed they do not put in incandescent light bulbs anymore. He added they had become harder to find and at some point, they may have to change over the lights on the existing runway. He stated that he believed Randy Longanecker of Michiana Contracting stated that when the runway was repaved back in 2015, that the lights were moved due to the widening of the runway and new wiring was put in at that time so it could be changed over to LED's when they would want to.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- November 2024 Financial Reports

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

Sheley noted that Witt's term would be expiring at the end of the year as he had replaced Steve Hupka and that he would need to be sworn in January.

Deputy Clerk-Treasurer Williams stated that the next meeting date would be January 14, 2025, the second Tuesday of the month, at 6:30 p.m.

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 6:48 p.m.



Kyle Williams
Recording Secretary