

CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

January 14, 2025

The City of Plymouth Board of Aviation Commissioners met in regular session on January 14, 2025, at 6:40 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 and Kevin Morrison, who were physically present. Commissioners Ken Houin and Anthony Witt were absent. Also present were, Airport Manager Bill Sheley and City Attorney Jeff Houin. Airport Engineer Curtis Brown attended virtually. The public could see and hear the meeting through Microsoft Teams.

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

Election of Officers

Commissioners Morrison and Daven moved and seconded to retain the current slate of officers. The motion carried.

President – Phil Bockman
Vice President – Ken Houin
Secretary – Kevin Morrison

Set Meeting Dates and Times for 2025

Commissioners Morrison and Daven moved and seconded to continue with the same set meeting dates and times for 2025: the second Tuesday of each month at 6:30 p.m. in the Council Chambers of the City Building, 124 N. Michigan Street, Plymouth, IN, with the exceptions of moving the November 11th, 2025, to the following day on November 12th, 2025, at 6:30 p.m. in the City Council Chambers. The motion carried.

Airport Engineer's Report

Airport Engineer Brown stated that the FAA had received all three annual reports approved at last month's meeting, the Capital Improvement Plan, and the Disadvantaged Business Enterprise (DBE) update so they are all up to speed with administrative items.

He explained for the RWY 28 Night Instrument Approach that they had received word back from Jimmy Hughes of the FAA and the Airport Manager was copied on that email. He stated they had a short phone call after the email and Hughes believed that the obstruction was miscategorized in the database. He stated Hughes would be looking into why it was categorized that way and would correct it in the database if it was. He stated if the issue was not miscategorized that they would investigate what was originally proposed. He stated he would follow up with Hughes to keep this moving but with the way the FAA works, it may take a month or more to get this resolved.

Sheley stated that he commented back to the FAA that the sooner the better this was resolved as the current approach plate was dated in August and he would imagine that a new one would be arriving soon.

Brown stated for AIP-026 that the issue with the spalling foundation concrete should be resolved during the parallel taxiway electrical work. He stated the AIP-027 parallel taxiway project would not be starting until around April or May as they are waiting for the weather to break. He commented that they had been knocking out many of the administrative items and submittals throughout the Winter season. He stated there had been no activity so far but once the weather clears, they would be holding a preconstruction meeting.

He stated for AIP-028, which was the Snow Removal Equipment (SRE) Re-Bid package, that Mark Shillington of Woolpert was updating some of the documents and starting contractor outreach. He stated they anticipate by the end of the month they would have a set of updated bidding documents, and he would be reaching out to lock in advertising and bid opening dates around the end of January and early February. He stated they would be seeking approval for the advertisement of bids at the February board meeting. He stated that next month he may not be attending the board meeting so he would try to get Shillington to call in if there are any questions pertaining to those bid documents.

Sheley asked if they had received the AIP-027 grant money.

Brown replied that he discussed that today and they would be preparing Requests for Reimbursement (RFR) so there should be some paperwork coming their way so they can sign and submit to the FAA for reimbursement.

Sheley stated he was referencing the full grant amount of \$3.2 million.

Brown replied that it was in their account ready to be drawn, and it would require an RFR for some of the first payouts.

Airport Manager's Report

Subject: January 2025 BOAC Meeting

1. Fuel Farm: Update. Waiting for quote to complete yearly/3-year inspections.
2. New JD mower to replace 2011 mower, Shopping for lift.
3. All equipment ready for snow.
4. Alpha check rides: 2 Private, 1 Multi
5. Runway & Grounds Inspection Report: Attached

Regards, Bill Sheley

Sheley stated for the fuel farm that they had someone providing quotes, but they had been unresponsive. He stated they got the new John Deere mower they budgeted for, so they do have it at the Airport. He explained that it was nice to have a newer one with a nicer seat, but they did keep the old one as it still had the snowblower attached to it. He stated they may need the additional mower once the new taxiway was there. He stated he spent five hours Saturday morning working on snow and Joe Deisch was there about 8 hours working on snow. He stated

they worked more on it today and he planned to do more the following day. He explained that it would be nice to have a broom for the snow they had that day as it was light and fluffy.

Other Business

Sheley listed:

- DNR Annual Report submitted.
- Money budgeted for lift this year.
- Ongoing issues with VASI system.
- Windmill issue resolved.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- December 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 Daven moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:03 p.m.

Kyle I. Williams

Kyle Williams
Recording Secretary