CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

March 10, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on March 10, 2026, 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 Commissioner Glenn Daven, Ken Houin and Kevin Morrison, who were physically present, and Commissioner Anthony Witt, who attended virtually. Also physically 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 Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

Commissioners Houin and Morrison moved and seconded to approve the minutes of the regular session meeting of February 10, 2026. The motion passed by roll call vote with all in favor.

Airport Engineer's Report

Airport Engineer Curtis Brown provided an overview of AIP Grant key dates and stated that Woolpert would be meeting with Sheley to input required data into the FAA AGIS database so the approach NOTAM could be corrected.

Brown provided the following update regarding AIP-028:

AIP-028-2025 IIJA (Formerly BIL)

Purchase Snow Removal Equipment – ReBid and Purchase

Woolpert has contacted Bane-Welker and authorized them to start with the equipment procurement and delivery. Equipment currently scheduled for delivery in late March 2026. Delivery delays may occur, but supplier is pushing for the cab painting and equipment installation to occur as quickly as possible.

Brown provided the following update for 2026 Task Orders:

2026 Task Orders:

There are three anticipated task orders for 2026.

- AIP-029-2026 AIP (NPE) – *Rehabilitation of Taxiway A from A1 to Terminal Apron*
- AIP-030-2026 AIP (SA) – *Improve Airport Drainage Study*
- AIP-031-2026 AIP (NPE) – *Wildlife Hazard Site Visit and Report*

On February 11, Woolpert provided DRAFT proposals based on Woolpert providing Grant Support services such as preparation of DBE goals and program, CIP updates, State and Federal Grant applications and coordination, preparation of reimbursements, and attendance at board meetings to report on project status. Also to perform geotechnical and topographic surveys, design and preparation of bidding documents (plans, project manual, estimates, and design report).

Because the sum of proposed fees for all task orders in 2026 are anticipated to exceed $100,000 and will be paid with FAA funding, the fees must be independently reviewed for reasonableness by a third party.

Airport Manager has started the IFE process and results pending, at the time of this report.

Grant Application based on final, negotiated, executed contract due to FAA on April 15; therefore,

- IFE to be initiated in February,
- finalized in March,
- **and contract negotiations and approval by BOAC in April. (April 14)**

Brown stated at the last meeting there was discussion on whether to put these under an individual 2026 agreement or put them under a new 5-year Master Services Agreement (MSA). He believed the discussion was such a way to make these standalone projects to give staff and the board the opportunity to go through a more formal process and evaluate the multi-year agreement.

Brown provided an update on the Alpha Flight C65 Campus Master Planning and Design:

Woolpert attended the second planning meeting and provided land appraisal information to the City. No Woolpert action items from the meetings at this time.

Pending action – Waiting on Funding to be secured from Timber Sale: Authorization for amendment for additional services.

Brown stated the biggest piece of new information was on land acquisition. He stated that it looked like some private enterprises were starting to express interest in some key parcels around the airport. He stated he would hate to see those go away but knew that it also takes government a moment to move, as we do not move quite as quickly as private enterprises. He stated he just wanted the board to be aware that the old hotel area was being snatched up by 7-Eleven, the old Sears building had interest in it, and rumors about interest around parcel 30. He stated he wanted them to be aware so the board can have discussions with town leadership on how to protect the property around the airport and help the airport to grow. He stated the good news was with Sheley's forethought on clearing the 40 acres of wood on the north side of the property, which was opening land that could be developed immediately. He stated that it was a wise move, as Alphaflight or other developments may be able to go there.

City Attorney Houin stated that their understanding of the Red Rock Inn property was that there was a purchase agreement with a developer who's looking to put a gas station convenience store there with some additional truck fuel in at that location. He said that the city planning department was not excited about that, but it was a private sale between private owners. He stated they had been going through the zoning and technical review process to clarify what they can do with the property and develop their plans. He stated they suggested relocating the easement that currently existed to access the solar array, and we were waiting for them to come back with a survey and their proposal on that so that Sheley and he could review it to ensure that he retained the access he needed there. He stated that, as far as the properties on the northwest corner, those properties have been listed and they're owned by ITAMCO. He stated they had some potential buyers that had shown interest, but Gary Neidig had made it clear that he would prefer to sell it to the city, and he understood that we must go through an appraisal process, which was complicated enough, but it's a little more complicated because of the FAA requirements. He stated that Brown had provided him with contact information for appraisers that could meet those requirements. He stated we were hopeful that sometime this year the city would be able to purchase that property to expand the airport.

Prior appraisals were referenced on the properties in the northwest corner, but those appraisals were a decade old, and Indiana Law generally required appraisals to be within a year.

Bockman stated that with the gas station, it was the duty of this board to protect the surrounding area and Runway Protection Zone (RPZ).

City Attorney Houin replied that the real key to that was going to be through zoning restrictions, and we've already been very clear with them that they shouldn't even bother asking for a variance because we must protect the airport and growth on that side of the city.

Mayor Listenberger asked if that ruled out that they could use that property.

City Attorney Houin replied that it did not rule out that they could use that property, but he knew that one question that did come up was sign height because they would like to have something visible from US 30, and we told them no. He stated the other big restriction they were dealing with was the county drain that was wrapped around the property. He stated it was not a wellhead or watershed protection area, but they would still have to stay outside the easement for the county drain, which was around 75 feet.

Airport Manager's Report
Subject: March 2026 BOAC Meeting

1. *Loggers have cut a lot of trees, many more to go.*
2. *Started moving equipment outside in preparation for removing all snow equipment.*
3. *Working on replacing motor on C-2 door, once we figure it out will work on C-3 and operating buttons.*
4. *With warmer weather we will try to get roof over "A" double door complete.*
5. *Independent Fee Estimate (IFE) for Woolpert $4,000/per x 3 for Hanson Engineering.*
6. *C-4 hangar price raised to $225, approved to hold price for three years.*
7. *4 empty hangars with 3 new tenants. 4th tenant looking for nicer than T-Hangar accommodations.*
8. *Runway & Ground Inspection Report: Attached*

Regards, Bill Sheley

Sheley stated that Brown did provide him with a Professional Services Agreement (PSA) for the planning meeting that he had been attending and spoke to the city council two weeks ago about an upcoming request for additional appropriation to pay for it. He stated he was not sure where it was in the process.

Deputy Clerk-Treasurer Williams stated that the additional appropriation hearing would be on March 23rd.

Sheley asked for a motion to move forward with the IFE for Woolpert with Hanson Engineering in the amount of $4,000/each for the 2026 Task Orders as seen below:

2026 Task Orders:

There are three anticipated task orders for 2026.

- AIP-029-2026 AIP (NPE) – *Rehabilitation of Taxiway A from A1 to Terminal Apron*
- AIP-030-2026 AIP (SA) – *Improve Airport Drainage Study*
- AIP-031-2026 AIP (NPE) – *Wildlife Hazard Site Visit and Report*

Commissioners Houin and Morrison moved and seconded to approve the request as presented. The motion passed by roll call vote with all in favor.

Sheley stated that, in addition to the increase on Hangar C-4 to $225, he would like to offer the tenant a three-year hold on any raises to that rate.

Houin asked if that was something we could determine or if the council had to pass it.

City Attorney Houin replied that the council set the fees and they could raise them, but we could put it into the lease agreement. He stated he would add that to the council's approval of the ordinance amendment. He stated even if they raise the fee later, a lease would be held until the end of the lease term.

Sheley asked if this board needed to approve that prior to sending it to the city council.

City Attorney Houin replied that he recommended it because he believed that it would be best addressed through the lease agreement. He stated the lease currently was month to month and for this situation, we could make it a three-year lease agreement because if the city was going to commit, the airport's going to commit to holding the rental at that level, then the tenant should commit to that length of a lease.

Deposits were discussed regarding this lease. As standard legal protections are already in place, it was deemed not necessary. It was explained that a deposit for that amount was so minimal for the length of time it would take to evict somebody, and all the fees that were going to accrue were insignificant, especially if there was a good track record of this individual's payments.

Commissioners Houin and Morrison moved and seconded to approve a three-year lease for the C-4 Hangar as presented. The motion passed by roll call vote with all in favor.

Other Business

Witt mentioned that the Plymouth Runway Race was set for June 13th, and he was working on a sponsorship letter that he would be taking out to area businesses.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- February 2026 Financial Reports

Commissioners Morrison and Houin moved and seconded to accept the correspondence as presented. The motion passed by roll call vote with all in favor.

There being no other business to come before the board, Commissioners Morrison and Houin moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:11 p.m.

/s/ Kyle Williams
Recording Secretary