# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

May 12, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on May 12, 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, Kevin Morrison, and Anthony Witt, who were physically present. Also physically present were Airport Manager Bill Sheley and Mayor Robert Listenberger. 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 Daven moved and seconded to approve the minutes of the regular session meeting of April 14, 2026. The motion carried.

## Airport Engineer's Report

Airport Engineer Curtis Brown stated that they submitted all the grant applications to date and were waiting on the FAA to process them for the upcoming grants. He added that we had been working with Sheley on continuing to address the night approach and found that an additional approximate 1 foot of grading needed to occur because the FAA was looking at elevations at the displaced threshold and not at the end of the runway.

Brown provided the following update regarding AIP-027:

**AIP 027-2022 (2024) AIP**

*Extend Parallel Taxiway Paving and Lighting – Construction*

Woolpert coordinating final cleanup and punch list work with each of the contractors. Work to be completed in April / May.

**DIV A – PAVING (Milestone):**

- Final paving and marking completed. Shoulder grading completed.
- Substantially complete, September 11, 2025.
- Punch List completed.

- Retainage Request submitted and recommended for approval by Engineer.
  - Final Pay Application (punch list) pending
  - $69,069.90 Contract Value Remaining

**DIV B – ELECTRICAL (Michiana):**

- Substantially complete, October 30, 2025
- Punch List to be addressed before end of May.
  - Sign relocation
  - Final Seeding/Mulching and finish grading (washouts)

- Retainage Request submitted and recommended for approval by Engineer.
  - Final Pay Application (punch list) pending
  - $29,513.04 Contract Value Remaining

**Grant/Funding Summary**

Administrative Fees unchanged
Project Engineering and Inspection – Anticipate cost to be equal or less than grant
Division A - $6,780.23 Over Run
Division B - $7,204.00 Under Run
After these pay applications, grant at 97% of total.

There was no new update on AIP-028 as the tractor was still at the local dealer.

Brown provided the following update for 2026 Task Orders:

**2026 Task Orders:**

There are three 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*

Work on these is pending receipt of FAA grants. Grant applications based on negotiated costs have been provided to FAA.

Brown stated that the FAA had reviewed and was supportive of all three, but it was just a matter of getting those programmed. He explained that it looked like we may have some grant issuances in late August, but most likely in early September would be when activity would start.

Brown provided an update on the Alpha Flight C65 Campus Master Planning and Design and presented the following board action:

Woolpert attended the second planning meeting and provided land appraisal information to the City.

Woolpert preparing a long term Capital Improvement Plan for C65 incorporating hangar and corporate development areas and funding divisions.

Brown stated it was a productive meeting last month, transitioning away from the discovery phase and into implementation. He stated that Woolpert was working on developing a 20-year Capital Improvement Plan (CIP) showing several projects for Alphaflight development for a potential Maloy Aircraft manufacturing complex and corporate hangar development. He stated we are dividing the CIP between potential FAA-funded projects and locally funded projects, and we'll have more projects than there would be money for in that time frame. We'll need to prioritize those efforts and update the official FAA CIP, which would need to start in August or September. He stated the next meeting should be very informative, with plans to put together where to focus both financial efforts, as well as design and engineering efforts, along with development efforts for the airport.

**Airport Manager's Report**

*Subject: May 2026 BOAC Meeting*

1. *Waiting on tractor delivery.*
2. *Started mowing, rain has put us behind, many areas we can't get to, too wet.*
3. *Summer intern started, working on several projects, really need some warmer weather.*
4. *Derelict aircraft policy.*
5. *Runway & Ground Inspection Report: Attached*

*Regards, Bill Sheley*

There was a discussion about a proposed update to the Derelict Aircraft Policy. See some of the proposed changes below:

**Hangers are intended for airworthy, annually inspected, flyable aircraft. Therefore,** rRent will be increased by the amount of **~~$45.00~~$75.00** per month if the hangar being occupied by Tenant houses an aircraft that does not have a valid Airworthy Certificate. If Tenant's aircraft goes out of Annual, Tenant will have 90 days to bring aircraft back into compliance to avoid paying this added fee. It is Tenant's responsibility for copies of Valid Airworthy Certificates to be forwarded to Airport Management to be kept in Tenant's file.

**Upon termination of this Hanger Lease, tenant shall remove all items of personal property from the leased premises. Landlord shall have the right to enter into the leased premises and remove any personal property that remains after termination of the lease. If any personal property is removed by Landlord, Landlord shall have the option to dispose of or place into storage such personal property and Tenant shall be responsible for paying to Landlord the cost of such removal, the cost of disposing of any property, and a storage fee for any items placed into storage in the amount of _____ per day. Storage fees, if any, shall be construed as liquidated damages and not as a penalty for Tenant's failure to comply with the terms of the Hanger Lease.**

Sheley stated he would like to add something if the hangars are a mess, so that we must clean them after they're gone. Security deposits were discussed.

The question arose whether $75 was incentive enough, and many believed that it should be much more substantial than that to dissuade people who don't have airworthy aircraft. Some verbiage that was removed was that storage units run between 75 cents and a dollar per square foot, so that would put this at $750 to $1,000 for a hangar. Concern arose with only 90 days to get the aircraft airworthy again, unless leniency was allowed, as it could take a month or more sitting in a shop before it could be worked on.

**Other Business**

Sheley listed:

- Night approach issue is the drainage swell coming off the farm field, and where the taxiway comes down. Already a low area, but it needs to be lowered more.
- Working on the double stoop that is going over the double door entry that we've built into the "A" Hangar.
- Light poles to be set once the tractor arrives.
- Woods were a mess and needed to be cleared. Advertise quotes for clearing.
- FAA Overview Presentation discussed. Woolpert could put together a presentation if needed.

- New grant opportunity with Indiana Aviation Trust Fund. 75% statewide pavement management program for airports. Seal coats/crack repair, but also the purchase of crack sealing equipment or taxiway painting equipment. Grant caps at $100,000 and was meant for smaller maintenance projects. The state would start receiving applications on June 1st. The board was verbally in favor of this.

**Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- April 2026 Financial Reports

Commissioners Witt 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 Houin and Morrison moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:26 p.m.

/s/ Kyle Williams
Recording Secretary