CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

June 9, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on June 9, 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 Anthony Witt, who was physically present. Commissioners Glenn Daven, Ken Houin, and Kevin Morrison were absent. Also physically present were Airport Engineer Curtis Brown, Airport Manager Bill Sheley, and City Attorney Jeff Houin. The public could see and hear the meeting through Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

As there was no quorum, no motions could be made, and minutes from the prior meeting were not approved. This meeting would serve as informational only.

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 believed that we would receive the IIJA grant at the end of August and the AIP grants in the middle of September. He stated that for the newer grant, Woolpert, on behalf of Plymouth, submitted a pre-grant application to INDOT for the Statewide Pavement Maintenance Program and received approval to submit a full grant application for crack repair and sealing equipment up to $65,000. He stated they were putting together the full application and would submit it for signatures next month. He stated he was not sure if board action was necessary to submit a grant application, but the action could be ratified later.

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. No contractor invoices this month.

DIV A – PAVING (Milestone):

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

DIV B – ELECTRICAL (Michiana):

- Final inspection by INDOT and Woolpert on June 02, 2026.
- Minor Punch List items identified and pending INDOT written verification.
  - Michiana on call to complete work

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.

Brown provided the following update regarding AIP-028.

AIP-028-2025 IIJA (Formerly BIL)

Purchase Snow Removal Equipment – ReBid and Purchase

SRE was successfully tested and accepted yesterday.

The delivery time ended up as 266 calendar days with 180 calendar days in the contract. Woolpert recommending a $0 change order to adjust the contract time by an additional 86-calendar days.

Also, only $141 of available $10,000 of administrative costs tracked to date. If additional advertising, legal, or audit expenses associated with ANY FAA grant are available, please forward to Woolpert.

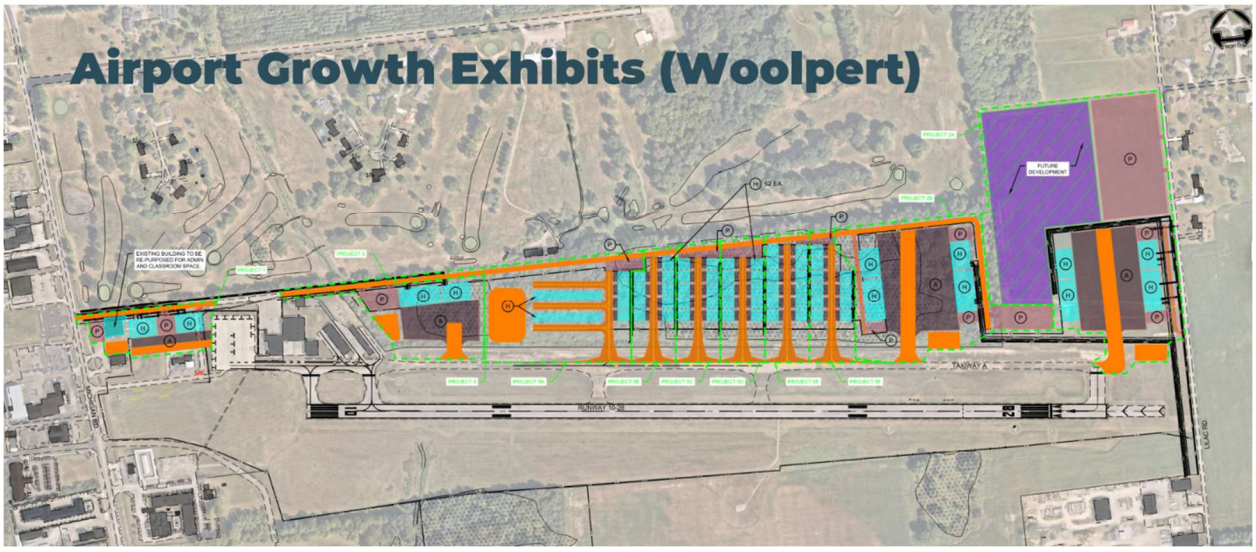
Brown provided an update on the Alpha Flight C65 Campus Master Planning and Design:

Local Project Updates:

Alpha Flight C65 Campus Master Planning and Design – Woolpert proposal for Airport Planning Services for development of a campus layout, airspace coordination, and conceptual plans for three layout options for Alpha Flight.

After January 30, 2026 meeting, Woolpert was requested to provide technical consulting and planning support services and to attend monthly meetings for the next 18-months. Woolpert after discussion with Airport Manager, agrees that technical consulting will be needed but recommended reduction in meetings and attendance virtually for several of them.

- Woolpert has attended three planning meetings in person and two virtually.
- Woolpert provided land appraisal information to the City.
- Woolpert provided campus and airport development plan and cost estimates at the May planning meeting.
- Woolpert preparing a long term Capital Improvement Plan for C65 incorporating hangar and corporate development areas and funding divisions.



Brown stated his ulterior motive was that we're coming up to the start of the next federal fiscal year and Capital Improvement Planning (CIP) with the FAA. He stated that, given the growth and interest at the airport, he didn't want to just push the old CIP another year. He figured it would be good to re-prioritize projects to focus on certain development areas or pursue the FAA-eligible funding of certain aspects of this. He suggested either having a CIP workshop or supplying Sheley with comments. He stated in August that he needed to develop the CIP, so we would only have a couple of months to do this.

There were questions regarding the location of Alpha Flight, fueling needs for a larger airport, and the Airport Layout Plan (ALP).

Airport Manager's Report
Subject: June 2026 BOAC Meeting

1. *Tractor Delivered, it is very nice.*
2. *State inspection of Airport 6/2. Passed easily.*
3. *INDOT inspected taxiway; main items were grading still to be addressed.*
4. *Double door entrance cover to A hangar complete.*
5. *Derelict aircraft policy.*
6. *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:

> Hangars are intended for airworthy, flyable aircraft that are annually inspected under FAR Part 91.409. Therefore, rent will be increased by the amount of $100.00 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 Hangar 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 $25.00 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 Hangar Lease.

Other Business
Sheley listed:

- Consider adding/addressing the drainage on the south side of the airfield for the full length of the airway to our CIP projects.
- Second largest jet fuel sales in May.
- 140 people signed up for Plymouth Runway Mile & 5K at the time of this meeting.

There being no other business to come before the board, Commissioner Bockman adjourned the meeting. The meeting was declared adjourned at 7:19 p.m.

/s/ Kyle Williams
Recording Secretary