CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

July 14, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on July 14, 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 Commissioners Glenn Daven, Ken Houin, Kevin Morrison, and Anthony Witt, who were physically present. Also physically 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 Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

Commissioners Daven and Witt moved and seconded to approve the minutes of the regular session meetings of May 12, 2026, and June 9, 2026. The motion carried.

Airport Engineer's Report

Airport Engineer Curtis Brown stated that much of his agenda was a repeat of what was discussed last month, so he would be brief.

Brown provided the following updates regarding AIP Grant Key Dates:

FAA: AIP Grant Key Dates:

DATE	ACTION	STATUS
April 15	NPE Final Application, based on bids, due	Completed
June 15	BIL Grant Applications Due	Completed
July 01	Discretionary Final Application, based on bids, due	Completed
FFY2027		
September 30	**DRAFT Capital Improvement Plan Update to INDOT**	**In-Progress**
October xx	INDOT CIP Workshop	Pending
December 01	Capital Improvement Plan Update Due	Pending
December 01	**Pre-Applications Due**	**Pending**
February 01	NPE Letter of Intent	Pending
February 28	Advertise Construction Projects (NPE)	Pending
March 26	Open Bids (NPE)	Pending
April 15	**NPE Final Application, based on bids, due**	**Pending**
May 13	Open Bids Construction Projects	Pending
June 15	**BIL Grant Applications Due**	**Pending**
July 01	**Discretionary Final Application, based on bids, due**	**Pending**

Brown provided the following update for the Statewide Pavement Maintenance Program:

FAA/INDOT:

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.

Woolpert requests authorization on behalf of Airport Manager to solicit bids for procurement of sealing / seal coat materials and equipment.

BOARD ACTION:

- Authorize airport manager to solicit bids for crack sealing equipment.

Commissioners Witt and Morrison moved and seconded to approve the request as presented. The motion carried.

Brown stated that Woolpert's involvement was going to be minimal, just taking the quotes and having discussions with Sheley about what to solicit and submitting the grant application. He stated he was not anticipating any fee or proposal but just wanted to offer that support. He stated if they had to put together the bid package and do it all, we may have to come back with a small request for those efforts, but he believed that it could all be handled without that.

Brown provided a general update regarding the night approach issue:

GENERAL:

Woolpert meeting with Airport Manager to input required data into FAA AGIS database so approach NOTAM can be corrected.

ADIP – elevation at displaced threshold, not point adjacent to ground elevation. Grading occurring and ADIP being updated.

Brown provided the following update regarding AIP-027:

AIP 027-2022 (2024) AIP

Extend Parallel Taxiway Paving and Lighting – Construction

DIV A – PAVING (Milestone):

- Final inspection by INDOT and Woolpert on June 02, 2026.
  - Punch List completed.
  - Release of Retainage pending.

DIV B – ELECTRICAL (Michiana):

- Final inspection by INDOT and Woolpert on June 02, 2026.
  - Punch List completed.
  - Final Pay Request and Release of Retainage submitted.

BOARD ACTION:

- Approval of Woolpert Invoice PTIN0054959 for $19,110.65 for construction services over the winter and associated with final acceptance. 100% Woolpert contract.
- Authorization for Airport Manager / BOAC President to sign and submit FAA AIP-027 RFR-11 for reimbursement of the above referenced Woolpert invoice.

Commissioners Houin and Daven moved and seconded to approve the requests as presented. The motion carried.

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.

BOARD ACTION:

- Acceptance and signature on Final Inspection Report, Sponsor Project Acceptance, and AIP Grant Closeout Request letters.
- Approval and authorization for Airport Manager / BOAC President to sign and submit FAA AIP-028 RFR #2 for 90% of grant based on attached Bane-Welker invoice
- Approval and authorization for Airport Manager / BOAC President to sign and submit AIP-028 RFR #3 for remainder of Bane Welker invoice.
- Approval and authorization for Airport Manager / BOAC President to sign and submit AIP-028 RFR #4 – FINAL for Final Woolpert invoice and administrative expenses.
- Approval of Bane-Welker invoice for $329,585.00. 100%
- Approval of Woolpert invoice PTIN0056421 for $6,650.00. 100%
- Approval of contract time adjustment to Bane Welker Equipment to a total contract time of 266 calendar days, and extension of 86 days.

Commissioners Daven and Morrison moved and seconded to approve the requests as presented. The motion carried.

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.

Next steps / action items: Woolpert to work with Airport Manager to prioritize development area and divide into usable and financially practical units to facilitate focus and outreach to funding and development partners.

BOARD ACTION:

- Approval of Woolpert Invoice PTIN0055204 for $3,000 for planning and support services.

Daven said the campus layout presented was a lot of development for just general aviation. He stated that if they're expecting corporate aviation to come in, the runway length would be a huge factor in that. He asked how that played into this.

Brown replied that they did not do a detailed dive into runway use. He stated that they did know that Plymouth was fairly limited and the relocation of Lilac Road ended up being a greater discussion than the community development group was ready to pursue at the time. There was more discussion held regarding the Airport Expansion & Readiness Plan (AERPlan) meetings with enFocus.

Board members Witt and Morrison moved and seconded to approve the request as presented. The motion carried.

Brown provided an update regarding the 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 from the time he wrote this report, the City has received grants for the 2026 planning projects, so next month we would move that from pending to active and starting work. He stated that, with receiving those grants, he wanted to ask for authorization to issue a notice to proceed and start our preliminary survey work and planning.

Houin stated that when we expand the taxiway by the office building, he asked if there would be any shutdown time involved with that.

Brown replied that there would be, but they were going to try to minimize that. He believed that they could do some coordination with early morning and late afternoon work, but we would receive better bids if he could provide them with longer working hours. He stated it was about striking the balance between the cost of displaced business versus the cost of an increased bid.

Houin stated that he saw fueling as the biggest hurdle. He asked about the option for temporary fueling.

Brown replied that he would encourage a fuel trailer rather than a tank, something mobile that you could rent. He stated that would be a very viable option for a month or two while that work was occurring.

Brown provided an update regarding the Airport Master Services Agreement:

Airport Master Services Agreement:

To better comply with FAA guidelines and consultant selection expectations, (FAA AC 150/5100-14E) Woolpert has prepare a single Master Services Agreement (MSA) for legal review. Under this MSA, Woolpert will then prepare and submit Task Orders (scope and fee) for the project(s) identified on the 2026 Airport CIP. Projects not included on the CIP will need to be addressed on a case by case basis.

This MSA is valid for up to 5-years. It may be terminated at any time. After the 5-year period the BOAC is encouraged to go through a formal or informal reselection process for the next 5-year's worth of projects. More discussion and Q&A at board meeting.

BOARD ACTION:

- Approval of Woolpert 2027-2031 Master Services Agreement for FAA/INDOT airport improvement projects as listed on the approved 2027 Airport Capital Improvement Program, and other projects on airport property as needed.
    - Task Orders to this agreement to be reviewed and authorized on an individual basis.

There was a long discussion held regarding the selection/reselection process. The board felt comfortable with Woolpert handling routine FAA work for the next five years pending legal review.

Commissioners Witt and Morrison moved and seconded to recommend that Woolpert and the City Attorney review the proposed 5-year MSA and bring it back to the board for formal approval at the next meeting. The motion carried.

Airport Manager's Report

Subject: July 2026 BOAC Meeting

1. *June was a big month for fuel sales; see report attached.*
2. *Stranded aircraft in the middle of runway 7/7 with a flat tire. Purchasing a dolly for towing.*
3. *New powerlines were bored in for NIPSCO the week of 7/6 to midfield FAA lighting controls & AWOS service.*
4. *INDOT inspected taxiway; main items were grading- has been completed.*
5. *Double door entrance cover to A Hangar-Lighting has been installed.*
6. *New light poles for Terminal Apron & Parking lot are installed; Electric contractor will install LED Light panels we purchased last year.*
7. *Runway & Ground Inspection Report: Attached*

Regards, Bill Sheley

There was a long discussion held regarding the Aviation Rotary Fund. To avoid confusion, the concerns addressed during the meeting would be investigated before the next meeting. There was a need for more money in the Aviation Rotary Fund to maintain fuel operations.

Other Business

Sheley listed:

- Plymouth Runway Mile & 5K went well and raised $3,000 for scholarships. 187 registered, and the next race was scheduled for June 12, 2027.

Acceptance of Correspondence

- Runway and Grounds Inspection Report
- May 2026 Financial Reports
- June 2026 Financial Reports

Commissioners Morrison and Daven 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 7:51 p.m.

/s/ Kyle Williams
Recording Secretary