# CITY OF PLYMOUTH BOARD OF AVIATION COMMISSIONERS

August 11, 2026

The City of Plymouth Board of Aviation Commissioners met in regular session on August 11, 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, and Anthony Witt, who were physically present. Commissioner Kevin Morrison was absent. Also physically present were Airport Manager Bill Sheley, City Attorney Jeff Houin, and Mayor Robert Listenberger. Airport Engineers Curtis Brown and Danielle Tabb attended virtually. The public could see and hear the meeting through Zoom and streamed live at https://www.youtube.com/@CityofPlymouth.

Commissioners Daven and Houin moved and seconded to approve the minutes of the regular session meeting of July 14, 2026. The motion carried.

**Airport Engineer's Report**

Airport Engineer Curtis Brown introduced Danielle Tabb, who was a Project Manager at Woolpert assisting general aviation clients throughout Indiana for some years now. He explained that she would be assisting him in helping the Board, as his travel schedule has been affecting his attendance.

Tabb stated she had been with Woolpert for 3 ½ years, but before that she was an Air Force Civil Engineer. She explained she was teaching civil engineering to other Air Force members for 3 years, and she got her master's degree in construction management. She stated that prior to that, she was a Flight Commander in charge of base management for several years.

There were no updates on AIP Grant Key Dates.

Tabb stated that for the INDOT Statewide Pavement Maintenance Program, the grant application was pre-approved, so we would be working with the Airport Manager to solicit bids, and there was no board action on it this month.

Brown asked Sheley if he wanted Woolpert's assistance in putting together a procurement package for the seal coat trailer or if he would like to solicit the bids directly. He stated that, with it being under $150,000, he could just request three bids for that equipment.

Sheley replied that he would like Woolpert's help with it, but they could discuss that in a week.

There were no updates on the night approach issue.

There were no updates regarding AIP-027.

There were no updates regarding AIP-028.

There were no updates regarding the Alpha Flight C65 Campus Master Planning and Design.

There were no updates 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.

Tabb 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 will need 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.

Under legal review. No comments have been received to date.

City Attorney Houin stated that he did not see anything in the MSA that concerned him. He stated the only thing that he did not see was that it did not include Indiana's E-Verify language, as we were supposed to have it in every contract for services. He stated it was a federal program administered through the state that allows us to check the legal work eligibility of employees. He stated that under Indiana Law, any contract that the city enters into for services requires a statement in the contract that the party we're contracting with will use the E-Verify system. He added that they are also supposed to submit an affidavit saying they have access to and would use the E-Verify system to verify that all their employees are eligible to legally work in the United States.

Daven asked what needed to be completed for the night approach issue.

Brown replied that the grading had been completed and the new elevation data was put together. He stated they were submitting it through AGIS, and Mark Shillington of Woolpert would be contacting Sheley to assist in the process of getting it removed. He stated it was in Woolpert's court to key in the updated information.

Daven asked for estimated timeframes.

Brown replied that it should be in AGIS within 2 weeks, with Shillington being on vacation. He stated it would be up to 56 days before it would be dropped off, so it should be in the next cycle of the publication.

**Airport Manager's Report**
*Subject: August 2026 BOAC Meeting*

1. *July was a big month for fuel sales; see report attached.*
2. *I resigned from teaching the CTE program.*
3. *Stranded aircraft in the middle of runway 7/25 with a flat tire. Purchased a dolly for towing it; it worked well.*
4. *8/5 contractor started running power for new parking lot and terminal apron lighting.*
5. *Sent Shillington a picture of earth removal to mitigate night approach issue.*
6. *Runway & Ground Inspection Report: Attached*

*Regards, Bill Sheley*

Sheley asked Brown when our new taxiway would be showing up on the FAA's maps.

Brown replied that Shillington was submitted to them, but for it to be accepted by the FAA, he was expecting January or February, as they were in the middle of issuing grants currently and not closing them out.

**Other Business**
Sheley listed:

- The Aviation Rotary Fund issue from the last meeting has been corrected for the future. Should have no issue ordering fuel.
- Fueling Kiosk replaced. Nine years old, and the computer went bad.

**Acceptance of Correspondence**

- Runway and Grounds Inspection Report
- July 2026 Financial Reports

Commissioners Houin 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 Bockman moved and seconded to adjourn the meeting. The motion carried, and the meeting was declared adjourned at 7:02 p.m.

/s/ Kyle Williams
Recording Secretary