

# Plymouth Municipal Airport

301 Airport Road -- Plymouth, IN 46563  
Phone: 574-935-5152 — [airport@plymouthin.com](mailto:airport@plymouthin.com)





**INDIANA AIRPORT OF THE YEAR AWARDS PROGRAM  
APPLICATION / NOMINATION**

*Application must include Ten (10) Hard Copies and an Electronic File  
A Member of the Awards Committee will visit the Applicant's Facilities  
Application Deadline: August 1, 2019*

**NO APPLICATIONS ACCEPTED AFTER AUGUST 1, 2019**

***Airport of the Year Winner will receive Four (4) Annual Conference Award Dinner Tickets***

Candidate Airport Name: Plymouth Municipal Airport

Street Address: 301 Airport Road

City: Plymouth Zip: 46563

Business Phone: 574-935-5152 E-mail(s): Airport@plymouthin.com

Contact Name: Bill Sheley Telephone No.: 574-320-5059

**Affidavit**

I William D. Sheley hereby attest that all information submitted herein is true, correct and complete. I understand that any misrepresentation of facts may result in removal from award consideration.

Wm D Sheley  
Airport's Authorized Representative's Signature

7/28/2019  
Date

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## INDIANA AIRPORT OF THE YEAR AWARDS PROGRAM APPLICATION / NOMINATION

### ECONOMIC DEVELOPMENT:

Several local large businesses that are major employers in the Plymouth area use the airport on a regular basis, BoMarko, Viking Paper, NIPSCO, Industrial Bolt and Supply, Hoosier Tire, AutoPark, and Homestead Dairy to name a few.

As the only airport in Marshall County we have a farther-reaching impact than just the City of Plymouth. Irrigation Solutions/HeadSight, OSHA Safety Experts Inc., Horse and Saddle Shop, several crop-dusting providers- AgriFlight, Eby Spraying and Lutes Flying Services, Swan Lake Golf Academy and several Culver Academies parents and Executive Board members to name a few. Of course, there are several Med Flight operators we see regularly-Beacon Health, Samaritan and Lutheran Air.

We work regularly with Marshall County Economic Development Corporation president Jerry Chavez to bring new business to Plymouth. One such recent business being Michiana Aircraft Service who is in the process of locating a satellite business at the Plymouth airport, their primary location being at SBN.

The local Enterprise car rental agency is a regular benefactor of patrons flying into Plymouth as well as a local restaurant, Christo's, which is a favorite destination of many pilots.



**A few of the 50+ Culver Academies Aviation Summer Camp Students with the Alpha Flight Staff**



## **AVIATION EDUCATION:**

This is a category that Plymouth Airport is a stand out amongst its peers and is driving much of our major growth.

We never turn down a speaking opportunity. In the last two years we have spoken to The Optimists Club, The Rotary Club, Culver Middle School career day, St Michaels Catholic Church "Harvest House" Seniors group, Menominee Middle School 4<sup>th</sup> graders as an annual tour of the airport, Culver High School, and LaVille High School.

The Summer of 2018 we secured the Culver Academies Summer Aviation camp to be based at Plymouth Municipal Airport. June 24<sup>th</sup> through July 30<sup>th</sup> of 2019 the Culver Academies program logged over 740 hours of combined flight and simulator time (over 590 flight hours) with 60+ students flying, 4 students solo'd, plus 1 solo cross country!

July of 2018, we entered into discussion with the North Central Area Vocational Cooperative to add an aviation program for Juniors and Seniors of ten local high schools. This program was accepted with great enthusiasm from the community of partnering schools and helped us to convince two local businessmen to start a flight school at Plymouth Municipal Airport (Alpha Flight). This coming fall semester we are beginning the aviation program with 31 students from 7 of the partnering high schools. The students will meet in a classroom at the airport from 12:30 to 3:00 every afternoon 5 days a week studying ground school and airport operations. The students will receive 5 hours of flight instruction and 5 hours of simulator time in a Redbird MCX simulator. With actual flight time and AATD full motion simulator time this program will be one of a kind in Indiana. Ivy Tech College is partnering with us, and the high school students will receive 17 college credit hours for the first year's studies. This high school program has helped develop discussions with Ivy Tech for the possible near future placement of an Ivy Tech campus offering their full course of college aviation subjects at Plymouth.



**Classroom preparations underway for August 7<sup>th</sup> start of High School Aviation program**

The third week of August 2019 Abby Lutz from ABC 57 in South Bend will be at Plymouth to film and interview our high school aviation program as her "Cool Schools" program of the month. Abby Lutz being a local news personality has worked with us on several open house functions. Abby has been a great resource that I reached out to since I first met her when her father flew her into our airport from a visit home. I knew Abby would be a great connection when I learned that father owns two GA aircraft and has a grass strip at his house.

We have plans to add a second-year program in 2020 so the high school Juniors will be able to continue as Seniors getting addition High School and College credits in aviation. If this program is as successful as we believe it will be, we are planning to add an A&P program the third year.



**Alpha Flight CFII practicing for teaching in the Redbird MCX Simulator**

#### **CORPORATE CITIZENSHIP AND COMMUNITY OUTREACH:**

During Plymouth's Blueberry Festival over Labor Day weekend the airport sponsors a pancake breakfast fly-in with The Optimist Club as the hosting breakfast supplier and benefactor. We do not charge the Optimists for the two day use of our largest corporate hangar and we regularly see 60 to 80+ aircraft for the Sunday morning breakfast. The Optimist's regularly serve 1300 to 1500 breakfasts during this event.

Early Fall of 2017 we hosted the Marshall County Senior Expo which brought 80+ vendors and 1300+ seniors for a day at the airport. We emptied two of our largest Corporate/community hangars for this event at no charge to the organization for 3 days. This event has outgrown what we are capable to host and has moved to the High School.

Several times during the year we host the Indiana State Police for training. The Motorcycle Officers use our ramp and taxiway for training and yearly testing required to stay proficient at low and high-speed maneuvers. The Canine Officers come different times of the year for contraband/drug search training and attack training. We see State Officers and Army National Guard/DEA helicopters regularly during late summer months during search and seizure operations.



**Fall 2018 honored local Pilot for his many contributions to the airport.**

## **SAFETY & SECURITY:**

**Security:** We have made several upgrades to our security in the last 18 months. We started with replacing keyed door locks with programable touch pad passage sets. This has greatly reduced the problem of keys being copied or lost and never returned. Each tenant has a private code for access to areas they are authorized for. This makes it very easy to remove codes when a change is needed. These touch pad locks make access for airport staff very simple not needing a lanyard full of keys. Early 2019 we added 6 new web-based security cameras and upgraded the quality of several other cameras. We now have video of classroom, ramp and runway areas that we didn't previously have. We have direct contact with a Plymouth City Police Sergeant that is a pilot, he keeps a close watch on the airport for us during his evening shift work.

**Safety:** During monthly inspections we found multiple fire extinguishers that were of incorrect chemical composition for use around aircraft, these have been upgraded.

For safety of our pilots we have a very active daily wildlife mitigation program. We have a City Ordinance that allows discharge of firearms in the City Limits on the airport grounds so if we need to take lethal action for geese, deer and coyotes we may. We have three hunters that take deer from the property to reduce the possibilities of aircraft incursions. We have budgeted money for 2020 to add to perimeter fencing to areas that have been identified as access points for deer.

June of this Summer all airport staff and tenants completed 1<sup>st</sup> Responder and CPR training administered through our insurance provider.

Additional items that have been addressed for safety are the 2017 addition of an AWOS III system with local funds and a recent change to the airport UNICOM/CTAF frequency to a very discrete frequency. The AWOS has the benefit of offering current weather to pilots for much safer operations. The local radio frequency change was primarily for the benefit of the newly added flight schools intensive training but gives the airport a much safer approach for all traffic no longer being "Com jammed" from other area airports. This frequency change was rather easy to do and has been a major improvement for our traffic's safety.



**Alpha Flight aircraft staged for Culver Academies Summer Camp**



## ENVIRONMENTAL IMPROVEMENTS:

We have drums for waste oil for our tenants use and containers for sumped fuel. We also dump any water sumped from our underground storage tanks into these containers. Our oil supplier (Tiffin Aire) takes these barrels as they fill to burn in their shop heaters.

All airport staff are trained as UST Operators (both A & B). We have also put Alpha Flights (flight school) Ramp Girl through the Operator B training for added safety. All airport staff has passed the Avfuel Part 139 Professional Handling Training. We are diligent at maintaining our fuel farm and post our most recent fuel testing results and fuel delivery dates at our self-serve area for all patrons to see. Over the last two years we have repaired and upgraded nonfunctioning and incorrect safety items of our fuel farm. Our fuel farm knowledge and quality are of the best in the state due to our regular training, testing and maintenance.

Due to requests and newly based Light Sport aircraft we are presently investigating the addition of an above ground "MoGas UL94" tank.

2017 the airport property was attached to the cities sewer system and eliminated our septic tank.



New fueling kiosk (QT Pod 4000) and fuel quality testing results posted

## **AESTHETICS:**

In the last eighteen months we have remodeled 5,000+ square feet of office space from the original 1960's décor to entice new businesses to locate at our airport. Ninety percent of the remodel was completed by airport personnel to save on contracting fees. We did hire outside help when we felt it was a job needing professional attention. The airport staff cleaned out and epoxied the floor of a corporate hangar for our new flight school (pictured). This came out so well we have plans to epoxy the remaining community hangars in the near future. And we saved \$20,000 by doing the work ourselves.

Exterior improvements are extensive: Painted fuel farm cabinets and new warning and fuel company logos applied, removed weeds and poor landscaping to clean up the appearance around terminal building and fuel farm. New privacy fencing around HVAC and electrical equipment. New concrete on 10,000 sqft apron in front of corporate hangars. New sidewalk from flight school to aircraft ramp. Multiple new warning and parking area signage. Parking area reseal cote and stripping. Taxiway rehabilitation-crack seal. Purchased new multi deck finish mower for better appearance and less time spent on grounds maintenance. Rewrote farm leases to get better control of grounds maintenance (farmer was not cutting hay/grass often enough to keep wildlife away from grounds). Purchased airports 1<sup>st</sup> new vehicle for grounds maintenance and snow plowing. Purchased hedge trimmers, weed eaters and many tools necessary for grounds maintenance that was all previously contracted work so we could reduce our budget and gain personal control of grounds work.

Plymouth City Council has approved the payment to repave Airport Road in the fall of this year. We have budgeted funds for 2020 for rehabbing ramp concrete expansion joints, paving large parking area and restriping.



**Flex Jets Embraer Phenom 300**





**Corporate Hangar “BEFORE” and “AFTER”. All work performed by airport staff.**



#### **AVIATION ADVOCACY, NETWORKING, MENTORING, EDUCATION AND PROFESSIONAL DEVELOPMENT:**

Being involved with Aviation Indiana has been a real advantage for our growth. SBN, BAK, EYE, EKM, GSH, RCR, MGC and Indy Jet Center personnel have all been very helpful and giving of their time when I needed them.

We have worked with OXI, RCR and EYE on our experience with installing the new QT Pod 4000 fuel kiosk and Motion Info, Inc.'s ADS-B tracking equipment.

I am currently going through the "Workplace Specialist I Training" to become an Indiana licensed teacher for our High School programs.

Alpha Flight is investing in my education and working with me to get my Instrument and Commercial pilots license. I am working towards being a CF-II and MEI by sometime late 2020 to be better equipped to help with the school programs.

As we continue to grow, we have plans to hire more staff over the next 2 years (an early 2020 hire is already approved) during which I intend to join AAAE as a Certified Member and start working towards an ultimate goal to become an Accredited Airport Executive.

All of these above steps will help me mentor our growing staff and students.



**Flex Jets has become a regular visitor. Single point fueling an Embraer Legacy 450**



### **AIRPORT ADMINISTRATION:**

We are striving to make this airport revenue positive by adding new tenants that will increase our air traffic and drive fuel sales up. We have reduced the use of outside contractors, adjusted hangar rent rates that had not been adjusted in 11 years, revised hangar agreements to better reflect their intended use and replaced none aviation tenants with aviation businesses and aircraft. Since 2017 our “Based Aircraft” report has grown from 17 based aircraft to the current number of 30, all without adding hangars but by making better use of the available space.

Early 2019 we revised the hangar lease agreements to add a clause requiring all tenants to supply a Certificate of Insurance with the City of Plymouth/Plymouth Municipal Airport as a named insured. This was never previously required and did have the outcome of evicting two aircraft based here for which the owner did not feel the need to purchase insurance.

“Airport Manager Bill Sheley works within his budget, while taking full advantage of the allowed appropriations. Mr. Sheley does his best to stretch his budget by comparison shopping and buying items online when it’s more economical to do so.

Sheley gets monthly appropriation reports from the clerk-treasurer’s office and monitors it diligently. He contacts me when he knows that he will need to make appropriation transfers within his budget, as allowed by Indiana statute, in order to comply with the State Board of Accounts and the Indiana Department of Local Government and Finance regulations and requirements.” Jeanine M. Xaver, IAMC / CMC, Clerk-Treasurer, City of Plymouth, Indiana.

Woolpert Engineering works closely with us to keep our Master Plan and Capitol Improvement plan current. We are currently revising our ALP to reflect newly identified needs for our continued growth. A recently identified major improvement will be the building of a paved parallel taxiway which we will be pushing for groundbreaking in 2020.



**A well known regular visitor to C65**



Airport sign with all three new businesses added as Tenants within the last 14 months.



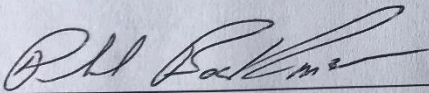
**CHARITY DONATION:**

If selected as Aviation Indiana's Airport of the Year the monetary award will be directed thru The Marshall County Community Foundation 501© (3) to the North Central Area Vocational Cooperative Aviation program (our new High School program) to help students with uniforms and book fee's.

**RELEASE**

The undersigned, a duly authorized representative of the Board of Aviation Commissioners of Plymouth Municipal Airport \_\_\_\_\_ or the XXXXXXXXXXXXXXXX \_\_\_\_\_ Airport Authority (select appropriate designation), as the governing body of the Plymouth Municipal Airport ("Airport") hereby authorizes the Federal Aviation Administration ("FAA") and/or the Indiana Department of Transportation ("INDOT") to release to Aviation Indiana copies of any and all airport inspection reports (excluding Sensitive Security Information as defined in 49 CFR Part 15 and 49 CFR Part 1520) made by, maintained by, or in FAA's or INDOT's possession and control with respect to the Airport which may be requested by Aviation Indiana to be used by Aviation Indiana in the evaluation of the Airport's application for the "Airport of the Year" award sponsored by Aviation Indiana.

Signed this 8th day of July, 2019.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
President, Board of Aviation Commissioners  
Title

