

**Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from March 28, 2022
Put-in-Bay Township Building @ 5:00 pm**

Meeting ~ Put-in-Bay Township Building 5:04 pm

Pledge of Allegiance

Roll Call: Rick Ziebarth, Bob Stausmire, Chris Ladd, Mark Friebel, Lorna Strayer, Secretary, Rosann Keiser

Minutes December 27, 2021

Motion to approve: Rick Ziebarth

Second: Mark Friebel

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Minutes January 4, 2022

Motion to approve: Rick Ziebarth

Second: Chris Ladd

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Correspondence:

The Beekeeper has provided proof of insurance for his business. This Spring he will put bees at North Bass Island Airport in the northwest corner of the airport. There are no residents near that area. He will put bees on Middle Bass Island along the tree line south of the runway east of the dirt mound if the board agrees.

Motion to approve placing bees on Middle Bass Island Airport: Chris Ladd

Second: Mark Friebel

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

The Put-in-Bay school inquired about displaying art that was created by students in the Put-in-Bay Airport terminal. The school gave no information on the size of the art. The board approved the artwork being displayed in the terminal.

John Walker a resident from Middle Bass Island called requesting to purchase 100-ton grindings from the Middle Bass Airport pile. The board discussed the large pile of grindings from the (2) Middle Bass Airport runway/apron rehabilitation. It was determined that 1 yard equals a ton. If a property owner wants to buy a large quantity of grindings it cannot be for resale. Questions were raised concerning the sale of the grindings like who will load it, how much will it sell for per yd, and how much does the Township want to keep for road projects, etc. The sale of the grindings will be tabled until the April meeting.

Fred Peterson from the Ottawa County Emergency Management Association contacted the Port Authority office to inform the office that the County and the National Guard would like to do a mock incident on Put-in-Bay May 5, 2022. They would like to have a base of operations for the exercise at the airport either the terminal or the public hangar. The board approved the base of operations at the airport.

The Port received an email from Lynn Hand of Middle Bass Island reporting that their neighbors, the Shook family has built a 50-foot jetty next to their dock. They have not received any notification from ODNR that the jetty was approved or given a permit. The Port office contacted ODNR about the complaint. ODNR was going to check out the jetty and advised they had not given the Shook family a permit. The Port Authority has not approved a SLL resolution for this property.

The Ford Tri-Motor will be touring in the area, and they would like to come to Put-in-Bay August 5-7, 2022. The board approved the weekend.

Paratus Air has asked the Port Authority for approval to park a food truck at the airport for the summer. There was much discussion about the food truck, and a few island residents were not in favor of the food truck. The board decided not to approve it.

Motion to approve the Paratus Air food truck at the airport: Chris Ladd

Second: Rick Ziebarth

Roll call: Mrs. Strayer no, Mr. Friebe no, Mr. Ladd no, Mr. Stausmire no,
Mr. Ziebarth no

Public Participation:

Kristin Stanford was present representing the Put-in-Bay Township Park District. They received a grant to plant different types of flowers and other type of vegetation to encourage different types of bees, butterflies, beetles, and birds to pollinate the plants and to help them survive. The plants would grow approximately 2.5 to 3 feet tall. The Port Authority was asked if they would participate in this program by using areas at the airport to plant the flowers. If the Port Authority would agree to plant "Pollinators" in areas at the airport we would be responsible for maintaining the flower beds. This would also require a ten-year agreement for the pollinator beds. It would require a fair amount of work prepping and planting the area. The board will table the discussion until the April 18 meeting.

Pilots Association:

Voucher to be Approved:

Motion to pay the bills: Bob Stausmire

Second: Rick Ziebarth

Motion passed with no objection.

Motion to pay the payroll: Mark Friebel

Second: Chris Ladd

Motion passed with no objection.

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Financial Reports:

- a. Revenues & Disbursements and Balance Sheet were reviewed.
- b. Past due accounts. The board wants a letter sent to all airport operators reminding them that their operations report and payment is due the 10th of the following month.

Motion to accept \$11,600 funds from the Middle Bass Airport Rehab Grant Draw to pay RS&H MB Design Services by: Chris Ladd

Second by: Lorna Strayer

Motion passed with no objection.

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Motion to accept the \$1,315,000.81 funds from Middle Bass Airport Grant Draw to be paid to Millers Brothers Invoice (PayApp #2) for \$1,315,000.81: Rick Ziebarth

Second: Chris Ladd

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Motion to Accept the \$69,712.78 funds for the Middle Bass Airport Grant Draw to pay RS&H for the Middle Bass Airport Rehab administrative project services: Rick Ziebarth

Second: Mark Friebel

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

The Port Authority received a check from the Auditor's Office Ottawa County for the 1st half distribution of property tax in the amount of \$40,378.04

Motion to accept the \$40,378.04 funds from the Auditor's Office of Ottawa County for the 1st half distribution of property tax: Rick Ziebarth

Second: Lorna Strayer

Motion passed with no objection.

Roll call: Mrs. Strayer yes, Mr. Friebel yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes

Marine/Harbor Report:

The ODNR sent the Port Authority a letter requesting a permit for the temporary shoreline protection work from 2018 on the airport shoreline. The Port office will contact K&S Associates and ask them for a quote to provide the necessary drawings for the shoreline permit.

The Port Authority received a letter from the Army Corp of Engineers concerning a boardwalk to be constructed on Middle Bass Island across from the airport on Diest Rd. The boardwalk will be constructed in the Lawrence-Evans Wetlands. The Put-in-Bay Township Parks District would like a letter of permission or a resolution for 10 years allowing visitors to park in the Airport parking lot while visiting the wetland boardwalk, they will be constructing soon. The board has safety concerns with the boardwalk entrance location at the curve on Diest Rd. It is a dangerous area at the curve with the tall wetlands growth that blocks the view of the curve. It is difficult to see people walking or other vehicle traffic coming from the opposite direction. The wetland area does not have enough roadside parking for the visitors. The board is concerned about the liability. The board must respond to the Army Corp of Engineers within the next 30 days. We have received a letter in opposition to the entrance of the boardwalk. This will be tabled until the April meeting.

Miller Boat Line Lime Kiln Dock rehab project through ODOT is out for bid. Tuesday, March 29, 2022, is the Pre-Bid meeting at the dock at 11:00am. K&S Associates will supervise the Pre-Bid meeting.

The Put-in-Bay channel needs to be dredged so a call will be made to the Army Corp of Engineers.

Airport:

The board discussed the Put-in-Bay Terminal Design Grant progress. The board will plan to host several public meetings soon to inform the public of building a new terminal.

The Port Authority is required by the FAA to hire another engineering firm to perform and Independent Estimate for the Put-in-Bay Terminal Design Fee. We have received two estimates to perform the IFE

- a. Passero Company will do the IFE for \$2,700
- b. Woolpert Company will do the IFE for \$5,320

Motion to accept Passero fee of \$2,700 to perform the IFE for the PIB Terminal Design fee: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

Roll call: Mrs. Strayer yes, Mr. FriebeI yes, Mr. Ladd yes, Mr. Stausmire yes, Mr. Ziebarth yes.

Middle Bass Airport will need temporary tie-downs for the 2022 season until the Miller Brothers contractor can return in late summer to finish the airport project which includes the permanent tie-downs. Russell from RS&H is talking with Miller Brothers about the tie-downs.

Old Business:

The Aviation Consultant Contract will need to be presented to the board and signed. A copy of the agreement will be sent to the board to review.

Rosann Completed the 8-week Grant Proposal Writing course through Notre Dame. The course was completed March 29, 2022, as well as passing the course.

New Business:

Mike Yoder from the tree removal company asked Rosann if he could hire her to fill out and file the 7460 forms needed for his crane to remove trees. The board was fine with Rosann filing the forms.

**Next Meeting at Put-in-Bay Township Building
Monday, April 18, 2022, at 5:00 pm**

Time: 8:01 pm

Motion to Adjourn: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

Approved by: Man F M Date: 5-16-2022
Second: Chris Ladd Date: 5-16-2022