

Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from July 18, 2022
Put-in-Bay Township Building@ 5:00 pm

Meeting ~ 5:03 pm

Pledge of Allegiance

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

Minutes May 16, 2022

Motion to approve: Rick Ziebarth

Second: Lorna Strayer

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

Correspondence:

The Port Authority received an email from Robin O'Boyle. She lives on Laura Drive in the High Shores area of Put-in-Bay. Robin complained that the tour helicopter has been continually flying over her house. The email was forwarded to Steve Overy to advise the pilot to change his flight path. Rosann called Robin to inquire more about her complaint. Rosann told Robin she would go up in the helicopter with the pilot to identify where her house was located. The issue was not resolved so another call will be made to Steve.

Public Participation:

Karl Steuk reported that the Middle Bass Airport Collected \$72 in ramp fees.

Karl addressed the concern that a tall piece of equipment was parked on top of the milling pile at Middle Bass Airport. The equipment is in the object-free zone. The contractor will be advised to move the equipment.

The board approved that only the pilots of from the 3W9 grass strip can use 3T7 airport when needed due to wet conditions or severe mayfly hatching exempt from fees. The owner of the 3W9 grass strip allows the Port Authority to use it when the 3T7 airport is closed due to construction.

Pilots Association:

Voucher to be Approved:

Motion to pay the bills: Chris Ladd

Second: Rick Ziebarth

Motion passed with no objection.

Motion to pay the payroll: Rick Ziebarth

Second: Mark Friebel

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.
- c. The State of Ohio approved the Port Authority property (purchased several years ago) on Langram Rd. the property tax exemption. Past property taxes paid will be reimbursed to the Port Authority.

Marine/Harbor Report:

The Port Authority sent the USACE the PIB Federal Channel map was marked with the improvements that were needed. They responded that an officer will be in contact to explain the procedure that will be required and a date when they can look at the channel. If a project is viable, it is a long process and could take 2-3 years to get approval.

Airport:

The new Put-in-Bay Terminal exterior design has been chosen by the board committee. The architect will make changes as requested by the board.

The board agreed to purchase another PTZ security camera for the airport. It will be mounted on the front of the building facing Langram but can rotate to the side parking lot as well. The estimate is \$1,293 for the camera and installation. The cameras can be installed on the new terminal building.

Motion to approve an additional PTZ security camera up to \$1300: Chris Ladd

Second: Mark Friebel

Motion passed with no objection.

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

Dale Burris mowed the seven and a half acres of poison hemlock at the North Bass Airport. His bill was \$1100. The Port will be getting quotes to spray herbicide on the hemlock in October.

The Middle Bass Airport liftgate is not working again. It was suggested to install a keypad for the gate. The Port will get estimates. It was suggested to put a camera at the gate as well to monitor who is using the gate. This has been an ongoing issue for the last several years.

Arthur Main submitted his Middle Bass hangar design plan for the board to review. The plan was sent to C&S Engineers to review and approve as well.

The Port Authority office has not received any Middle Bass Airport milling sales reports since the last meeting from the other contractor. Schmidlin sends a report of the sales every two weeks. The board should establish a sales reporting policy, so all contractors are reporting the same.

The Put-in-Bay Township Trustees suggested splitting the cost to purchase an asphalt grinding screen for the Middle Bass Airport. The estimate was approximately (\$20,000 for the screen) and \$10,000 each for Port Authority and Township. A motion was made to pre-approve \$10,000.

Old Business:

A date was set for the public meeting for the new terminal on Saturday, September 10, 2022, at 1:00 pm at the Put-in-Bay Townhall.

The board approved the 2022 Concert Agreement.

Motion to approve the 2022 Concert Agreement with Tim Niese , 614 Events, Inc.:

Lorna Strayer

Second: Mark Friebel

Motion passed with no objection.

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

The board reviewed the Road Race Agreement and Financial offer.

New Business:

Lake Erie Shores and Islands are offering a grant for promoting tourism in the area. The grant proposal is due August 7, 2022.

**Next Meeting at Middle Bass Townhall
Monday, September 19, 2022, at 5:00 pm**

Time: 6:58

Motion to Adjourn: 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.

Approved by: *Neil Ladd* Date: *8-15-2022*

Second: *Chris J. Ladd* Date: *8-15-2022*

The board went into an Executive session.

Minutes attached.

Put in Bay Township Port Authority
Put in Bay, Ohio

Executive Session Minutes
July 18, 2022

An Executive Session of the Put in Bay Township Port Authority convened at 6:58 pm following the regular monthly meeting on July 18, 2022 to discuss personnel issues.

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

Chairman Rick Ziebarth called the meeting to order.

Mr. Ziebarth reported to the board it is time to evaluate Rosann Keysor's position, performance and compensation. General discussion followed. Consensus was reached that performance has been very satisfactory since the last evaluation period. Several members noted that the workload has increased this year due to planning for the construction of a new terminal building and Rosann has been instrumental in assisting the board with planning elements.

Mr. Ziebarth moved, seconded by Mr. Ladd that a 5% increase be granted at the next regular pay period to Mrs. Keysor's base of \$23,500.

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

Mr. Ziebarth next proposed to the board that a succession plan be developed in coordination with Mrs. Keysor to assure that another person begins training to assist with office operations and share responsibilities. Mrs. Keysor was invited to join the executive session and engage in discussion about a succession plan.

Agreement was reached with all participants that additional qualified personnel be identified along with a plan to onboard, orient and begin training in the near future.

There being no further business, the meeting was adjourned at 7:25 pm. Motion by Chris Ladd, second by Mark Friebel.