

Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from November 21, 2022
Put-in-Bay Township Building@ 5:00 pm

Meeting ~ 5:00 pm

Pledge of Allegiance

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

Minutes October 17, 2022

Motion to approve: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

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

Correspondence:

The FAA called about a complaint that was filed concerning an aircraft that was flying too close to the monument in September. The FAA was late in reviewing the complaint but inquired if our cameras had recorded the aircraft. They were told our camera recordings are only good for 14 days, so we could not provide that information for them. The FAA asked if we would post that pilots stay at least 1000 feet away from the National Monument. Pilots need a reminder.

Public Participation:

Beth Furner the new hire for the new position as Administrative Assistant was introduced to the board. Beth started working November 1, 2022. Beth will work approximately 20 hours per week and assist Rosann in the Port Authority office. The transition is going very well.

Pilots Association:

Pilots party will be December 3, 2022, at Ray Fogg's home.

Voucher to be Approved:

Motion to pay the bills: Mark Friebe

Second: Chris Ladd

Motion passed with no objection.

Motion to pay the payroll: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll call: Mrs. Strayer yes, Mr. Friebe 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 UAN accounts conversion has been submitted the State of Ohio for review. UAN Will call Rosann on her December class days.

Motion to accept Prosecutor's Office James VanEaton as Legal Advisor for 2023 for the fee of \$1,150.00: 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

Motion to approve Charles E. Harris to prepare the Port Authority financial Hinkle Report for the 2022 with fees of \$850: Rick Ziebarth

Second: Lorna Strayer

Motion passed with no objection.

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

Marine/Harbor Report:

USACE is still working on the Put-in-Bay Federal Channel "Cost Benefit Analysis "to determine economic feasibility for the project. Bob Stausmire reported that we now have low water in the Federal Channel which is making it difficult for the ferry boats to maneuver through the channel. Bob asked if the USACE could be called to alert them of our issue.

Airport:

The Middle Bass Airport drainage project is complete, new airfield signage has been installed and the permanent tie-downs were installed. The fence around the parking lot was not completed and it will be done in the Spring of 2023.

The Middle Bass Rehab Payapp #3 was submitted from Miller Brothers for \$205,945.26.

Motion to approve Middle Bass Airport Rehab PayApp #3 to Miller Brothers for the \$205,945.26 (which has been drawn from the Delphi System) to submit payment to Miller Brothers Company: Chris Ladd

Second: Rick Ziebarth

Motion passed with no objection.

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

Approve Resolution for ODOT Aviation for the Put-in-Bay Terminal Design Project 5% match.

Motion to approve Put-in-Bay Terminal Design Project Resolution for ODOT Aviation to fund and issue a grant for \$8702.50 the 5% match of the \$174,050.00 FAA Grant:

Chris Ladd

Second: Rick Ziebarth

Motion passed with no objection.

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

The North Bass Airport poison hemlock was sprayed by Ottawa County Soil and Water. They recommended a spray again in the Spring 2023 since there is so much of it.

Fremont Fence has repaired all the damaged areas of the Put-in-Bay Airport fence. They also fixed the slider gate.

Old Business:

David Mele our BGSU intern asked if he could finish his last half of his internship next summer of 2023. It is a requirement for him to graduate.

Motion to approve David Mele to work the summer of 2023 toward his second internship for BGSU Aviation School: Rick Ziebarth

Second: Mark Friebe!

Motion passed with no objection.

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

Rosann has started the State of Ohio UAN Financial Conversion of accounts. The UAN equipment can travel with no problem from the State of Ohio. The equipment needs to be insured and we have the equipment on our insurance.

The ARPA Safety Services Grant has been approved for the Mental Health and Wellness portion of the grant. The EMA is now working on the police and EMS hiring part of the grant. The grant will be for 2 years, and they have moved the time frame to 2023 and 2024, since they are behind on evaluating the grants. They had over 500 applications.

New Business:

Approve funds to purchase a new laptop and have Geek Squad set it up with all the Port Authority files.

Motion to approve the purchase of a new Port Authority laptop with budget of \$2000.00: Rick Ziebarth

Second: Mark Friebe!

Motion passed with no objection.

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

The first-floor office space rented by Brittany will not be open this winter due to her having a baby soon. She will not be working the winter months. She cannot afford the rent and asked if she can leave her equipment in the space, or she will remove it until Spring. The board approved her leaving her equipment in place.

The board reviewed the Power Point Code of Conduct prepared by Lorna Strayer. The board will review once a year and all board members will sign a copy of the policy and keep it on file.

The board reviewed the Airport Fee Schedule for 2023. Some of the fees were increased as shown below:

Combined Commercial Fee for Bass Island Fees - \$1200 per year

Ramp Fee for Drop-off or Pickup:	\$ 8.00 for single engine
	\$ 15.00 for multi engine

Fixed Based Tour Fees (biplane, airplane & helicopter)	\$ 8.00 per landing
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Aircraft Parking Fees	
Daily Parking Fee	\$ 15.00 per day
Overnight Parking Fee	\$ 20.00 per night

Semi Annual Fees	\$ 350.00 per six months
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Annual Parking Fees	\$ 495.00 per year single engine
	\$ 600.00 per year multi engine

Access Fees	\$ 250.00 per year
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Maintenance Fee	\$ 125.00 per year
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The Board will start reviewing the Port Authority Policy Manual at the December Meeting.

**Next Meeting at Put-in-Bay Township Building
Tuesday, January 3, 2023, at 5:00 pm**

Time: 5:57 pm

Motion to Adjourn: Rick Ziebarth

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.

Approved by: Chris Ladd Date: 12/19/22
Second: W. Friebel Date: 12/19/22