

**Put-in-Bay Township Port Authority**  
**Regular Board Meeting Minutes from September 19, 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 August 15, 2022**

**Motion to approve:** Rick Ziebarth

**Second:** Mark Friebe

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

**Correspondence:**

Tim Niese forwarded Thank You notes that he received from two different hospitals in the Toledo area that received free concert passes that Tim had donated for first responders.

**Public Participation:**

Karl Steuk reported that the Middle Bass Airport Collected \$152 in ramp fees. Karl also stated the Middle Bass Shelter needed repair. The board will work on getting repairs done.

Jim Ruesh from the Middle Bass Dock Company asked the Port Authority to possibly find some grant funding for a new shelter that is needed at the dock.

**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 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.

The Croghan Colonial Bank Account withdrawal form needed signed by two board members. The Croghan funds will be deposited in the First National Bank Money Market account.

The Ohio State Property Tax Rollback 2022 distribution of \$3,092.67 was received.

**Motion to accept the 2022 Ohio State Tax Rollback funds distribution of \$3,092.67 deposited in the First National Bank Checking account:** 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

The Ottawa County Auditor provided a Resolution accepting the amounts of the Budget for Tax Levies and Certifying them to the County Auditor.

**The Resolution was read, and the Board members signed it and it will be sent to the Ottawa County Auditor.**

The board reviewed the 2021 Audit Report. The Port Authority is required to use Purchase Orders with every expenditure per the ORC 5705.44. Rosann has started that procedure.

Information for the next tax levy by the PIB Port Authority is to be submitted in 2023. It was recommended by the Ottawa County Auditor that the Port Authority have a Replacement Levy to capture all the new real estate properties developed.

The Port Authority Tax Assessment was reimbursed except for the Put-in-Bay water line assessment of \$401.42 per year. The assessment will be completed year ending 2026.

#### **Marine/Harbor Report:**

A SLL application was submitted by Jenna Gonzalez at 275 Mikes Drive for the completion of a new armor stonerevetment. The board reviewed the plans. A Resolution needs to be approved to submit to ODNR and USACE.

**Resolution to approve Jenna Gonzalez SLL application:** Bob Stausmire

**Second:** Chris Ladd

**Motion passed with no objection.**

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

#### **Airport:**

The North Bass Poisonous Hemlock spraying will be done by the Ottawa County Soil and Water. They may charge us for the Roundup for \$50-60. It is possible they may be able to fund it as well. They will advise. The Port has set up a reservation with Miller Boat Line ferry for their next Fall trip to North Bass Island. The Port Authority will pay the ferry fee.

Tucker Kepford has inquired about building a hangar at Middle Bass Airport. A sample lease agreement and hangar specifications were sent to him.

ODOT Blackcat Aviation grant portal requires a Resolution from the Port Authority giving C&S Engineers authority to manage the Port Authority account.

**Resolution to authorize C&S Engineers to manage the ODOT Blackcat Aviation grant portal for the Put-in-Bay Township Port Authority:** 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

The board briefly discussed the possibility of Dustin from Island Air Taxi adding an office onto the hangar. Dustin is leasing the hangar and part of the lease is office space. Dustin will lose his office space when the terminal building is torn down. There will not be space in the new terminal building. Dustin also requested a waterline and wastewater line to the hangar. More information will be researched from the county.

**Old Business:**

The board discussed the deed restriction on parcel #0240868811667000 at 1331 Langram Rd. Lot 10 Airport Subdivision 5. The new owners asked the board to review lifting the deed restriction. The parcel is across the street from the airport ramp and runway. A building height restriction is required so close to the airport surfaces.

Fremont Fence will be making many repairs to the Put-in-Bay Airport fence, they had to update the pricing. The new estimate is \$4,236.

**Motion to approve the new airport fence repair estimate of \$4,236:** 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

**New Business:**

Residents on Airline Road asked the Port Authority permission to cut several trees down on Port Authority property that are near the runway. The trees will be evaluated to see if they are on airport property.

**Next Meeting at Put-in-Bay Township Building  
Monday, October 17, 2022, at 5:00 pm**

Time: 6:14 pm

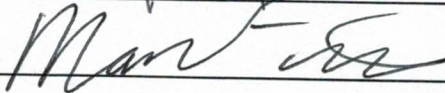
**Motion to Adjourn:** Chris Ladd

**Second:** Rick Ziebarth

**Motion passed with no objection.**

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

Approved by:  Date: 10-17-22

Second:  Date: 10-17-22