

**Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from February 26, 2024
Put-in-Bay Town Hall Building @ 3:3 pm**

Meeting ~ Put-in-Bay Township Building 4:00pm

Pledge of Allegiance

Roll Call: Rick Ziebarth, Bob Stausmire, Chris Ladd - Absent, Mark Friebe, Rosann Keiser, Secretary - Remote, Beth Furner, Secretary.

Minutes of January 29th, 2024

Motion to approve: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll Call: Mr. Friebe - YES, Mr. Ladd - Absent, Mr. Stausmire - YES, Mr. Ziebarth – YES.

Correspondence:

Jason Cooper from the Hardware store asked to remove some items from the terminal building before it's demolished. His interest was the track lighting in the terminal and Port Authority office, and some exterior doors that were not spoken for, and maybe the hot water tank. Rosann had asked him to wait until all the tenants were out and Island Air Taxi was done flying winter flights. Rosann thought it would be best to wait until the week before the abatement starts, which will be the week of March 18th, 2024.

The Board wants to post to the public if anyone is interested in items in the terminal to submit a bid offer for each item of interest. The Port will go through the offers and contact the people who offered the highest bid and will pay the offer price to the Port Authority.

Public Participation: None

Pilots Association: No one in attendance.

Voucher to be Approved:

Motion to Pay Bills: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd - Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES.

Motion to Pay Payroll: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd – Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES.

Financial Reports:

Payment Register

Receipt Detail (Deposited Funds)

Visa Report

December 2023 Reconciliations are UAN 2023-year end closeout not available until closeout; Special Checking Rec. is available.

Past Due Account

Signature Page to be signed.

Marine/Harbor Report: None.

Airport:

The Middle Bass Airport Pre-Application for Wildlife Fence was submitted to the FAA.

The Wildlife Plan for the Airport is being drafted.

The SAM.gov account renewal was approved on February 6th, 2024.

Motion to approve the transfer of FAA North Bass Entitlement Funds \$150,000 (that expire 2024) to Put-in-Bay Terminal Parking Lot Project. Rick Ziebarth

Second: Bob Stausmire

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd – Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES

Old Business:

Bob Stausmire met with the ODNR officials about the North Bass Island dock briefing on the engineers' plans to repair the ramp. They are talking about a 3-year plan.

Bob Stausmire talked to the other Board members about the repairs needed at the Airport shelter on Middle Bass. Some windows need repair or replacement. Bob suggested removing the single door and making it a double door for ease of getting the freight carts in the building. The battery jump pack no longer works and needs to be replaced.

Motion to replace the battery jump pack not to exceed \$300: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd – Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES.

New Business:

A property owner on Airline Road submitted an FAA 7460-1 form Notice of proposed construction or alteration. The FAA Aeronautical Study Exceeds RWY 33 Part 77. At the proposed height, these structures will penetrate this projected airspace surface. The Port Authority will post a public notice for

30 days. The Port Authority Engineer can review the plans for the property owner to give them guidance on the height required for that location.

The Board discussed options for upcoming construction of the new terminal as the need for a pilot porta pots with sinks.

The Port Authority golf carts needs new batteries as they do not hold a charge any longer.

Motion to approve the purchase of new batteries for the Port Authority golf cart not to exceed \$1,000: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd – Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES.

**Next Meeting at Put-in-Bay Township
Monday, March 25th, 2024, at 5:00 pm.**

Time: 5:20 pm

Motion to Adjourn: Rick Ziebarth

Second: Bob Stausmire

Motion passed with no objection.

Roll Call: Mr. Friebe – YES, Mr. Ladd – Absent, Mr. Stausmire – YES, Mr. Ziebarth – YES.

Approved by:  Date: 3-25-24

Second:  Date: 3-25-24