

Put-in-Bay Township Port Authority
Audit/Financial Committee Meeting Minutes ~ July 27, 2024
Put-in-Bay Airport Terminal @8:00 am

Call to Order Time: 9:04am

Pledge of Allegiance

Roll call: Forrest, Mark, Rick

Review the 2023 Agreed-Upon Procedures Audit

Rick asked how the PIB Terminal contractor AABoos & C&S Engineers are paid through Delphi FAA system. This is the same system and process that has been used for the last eleven years and Rosann explained the process.

The State of Ohio has sent out a warning of redirect or washing checks retrieved in the mail. This happened to the PIB Township recently.

Rosann talked to First National Bank manager, and they offer Positive Pay program. This is approved by the State of Ohio to start the program, it is \$75 start fee and \$25 per month. The Port submits a spread sheet of check issued with check number, name of Pay to The Order, the dollar amount of the said check and the date issued. When the check is cashed and goes to First National Bank to be cleared, they will match it up with the spreadsheet entry. If they find a discrepancy, they will call the Port Authority to verify the issue. If it has been tampered with, they will not clear the check. I recommend the Port Authority enrolls in the Positive Pay program. UAN has it in their system as well.

Adjourn Time: 9:16am
Motion to Adjourn: Rick Ziebarth
Second: Mark Friebe
Motion passed with no objection

Roll Call; Mr. Trisler , Mr. Friebe , Mr. Ziebarth

Next Meeting
August 19, 2024 at the
Put in Bay Township Building

Approved by: h. y. y. Date: 7-27-24

Second: Mark Friebe Date: 7-27-24