

**Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from June 24th, 2024
Middle Bass Town Hall Building @ 5:00 pm**

Meeting ~ Put-in-Bay Township Building 5:01 pm

Pledge of Allegiance

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

Minutes of May 20th, 2024

Motion to approve: Rick Ziebarth

Second: Forrest Trisler

Motion passed with no objection.

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

Correspondence: None.

Public Participation: Carl Steuk reported that the lights in the front lot at the Middle Bass Airport have started working again. Carl provided Guest Pilot Envelopes who have paid in May 2024. The double gate at the east end of the car parking lot has been adjusted at the Middle Bass Airport.

There was a discussion about the State of Ohio will stop full time parking at the lot near Lonz Winery. The Port Authority will ask for more details.

Dustin Shaffer (Island Air Taxi) new service building agreement is ready to sign, and the agreement will start July 1st, 2024. The Board reviewed and discussed the Island Air Taxi report on storage of RV, aircraft and car in hanger for the last 3 years. The board will discuss how to reconcile the storage and the hangar management in the future. It was asked if the hangar has aircraft rash insurance. Rosann was sure we do but will double check.

Pilots Association: None.

Voucher to be Approved:

Motion to Pay Bills: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

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

Motion to Pay Payroll: Forrest Trisler

Second: Mark Friebe

Motion passed with no objection.

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

Financial Reports:

Payment Register

Receipt Detail (deposited funds)

Visa Report

May 2024 Reconciliations, Special Checking Rec. was provided.

Past Due Account

Governing Board Signature Page to be signed.

Motion to approve Interfund Transfer for \$50,000 from FNB Money Market account Regular Checking Fund to fund the Local Match for the Put-in-Bay Terminal payments to AABoos: Rick Ziebarth

Second: Mark Friebe

Motion passed with no objection.

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

Motion to approve reimbursement to Rosann for paying \$525.24 toward golf cart batteries, due to credit card was at the limit, the Port Authority credit card was charged \$584.76 total for the batteries was \$1,110.00: Forrest Trisler

Second: Rick Ziebarth

Motion passed with no objection.

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

There was a discussion on the new Ohio Edison Electric bill for the new service building for \$978.83 due June 27, 2024. The question was who is responsible for this bill Dustin Shaffer (Island Air Taxi) or the Port Authority.

Marine/Harbor Report:

The SLL Resolution for the Ohio Department of Transportation was submitted by KS Engineering Company Project #21207-1 to construct new armor stone barrier at the northeast end of State Road 357 or Columbus Avenue: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

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

Airport:

Motion to approve the Middle Bass Airport Wildlife Fence Construction Administration & Observation Services Scope of Fees of \$90,520: Forrest Trisler

Second: Mark Friebe

Motion passed with no objection.

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

Motion to approve the Middle Bass Airport Rehab change order – Cost Reasonableness

Determination: Chris Ladd

Second: Mark Friebe

Motion passed with no objection.

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

The Board was given a construction update on the Put-in-Bay Terminal.

The motor for the Put-in-Bay airport slider gate has arrived, Mark Friebe will be installing it.

The FAA has requested Expiring Entitlement funds to be transferred, Put-in-Bay to Middle Bass and North Bass to Middle Bass for the Wildlife project.

Motion to approve Expiring Entitlement funds to be transferred from Put-in-Bay to Middle Bass Airport and North Bass Airport to Middle Bass Airport to fund the Wildlife project: Rick Ziebarth

Second: Chris Ladd

Motion passed with no objection.

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

Motion to approve the purchase of the new replacement motor for the Put-in-Bay slider gate, the Port Authority purchased, cost \$2,075.19: Mark Friebe

Second: Rick Ziebarth

Motion passed with no objection.

Roll Call: Mr. Trisler – YES, Mr. Friebe – YES, Mr. Ladd – YES, Mr. Stausemire – YES, Mr. Ziebarth – YES

The Put-in-Bay SRE bids that were due June 13th, 2024, resulted in no dealer sending in a bid. The Port Authority has found other dealers. Second round of Bid ready to post by June 28th, 2024.

Rosann explained the new DBE rule modification which was followed by a discussion with the Board. The DBE is requiring the sponsor to do more outreach to DBE companies and follow up with DBE sub-contractor on the job site. Just a few of the many regulations. This will require more staff hours.

Bob Stausmire received an estimate from Bishop Construction to remove some of the windows in the front of the Middle Bass Shelter building and replace with double 3 ft. steel frame doors that are insulated and include panic hardware, locks and closers. The double doors will make it easier to get freight carts in the building, especially in the winter. The quote was \$10,853.00. It was suggested to put a drop ceiling and insulation to increase R Value. An additional quote will be requested for this.

Old Business:

The Put in Bay Township maintenance department swept the Put in Bay Airport ramp along the Langram Rd fence and down to the runup area of RNWY 21. It was full of small stones and dirt. The Township did a great job cleaning it up.

The Port Authority wanted to say thank you to the Township maintenance department for spraying the weeds on the ramp. There was discussion on additional spraying due to new weeds popping up on the ramp and runway.

A call to Tim Niese to sign the Concert lease and Liquor Agreement.

New Business:

The Miller Boat Line, Jet Express and other island businesses are applying for security cameras grant through Homeland Security. They have asked if the Put-in-Bay Port Authority could submit the grant as the Port Authority is a public entity. The Port Authority helped submit the grant under the Put in Bay Township Port Authority name.

Shirley Sabol from North Bass Island had a survey done in 2020 on her property which is next to the North Bass Airport. She has questions on property lines and the center of People Road. Shirley will send the Port Authority her property maps from the Ottawa County Records office. The Port will investigate this matter.

**Next Meeting at Put-in-Bay township Building
Monday, July 15, 2024, at 5:00 pm**

Time: 6:15pm

Motion to Adjourn:

Second

Motion passed with no objection.

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

Approved by: _____

Date: _____

Second: _____

Date: _____