

**Put-in-Bay Township Port Authority  
Regular Board Meeting Minutes from March 25, 2024  
Put-in-Bay Town Hall Building @ 5:00 pm**

**Meeting ~ Put-in-Bay Township Building 5:02pm**

Pledge of Allegiance

**Roll Call:** Rick Ziebarth, Bob Stausmire, Chris Ladd, Mark Friebe, Forrest Trisler – Remote, Rosann Keiser, Secretary, Beth Furner, Secretary.

Introduction of the new Board member Forrest Trisler.

**Motion to approve Rick Ziebarth as Chairman, Bob Stausmire as Vice Chairman, Mark Friebe as Safety Officer, and Forrest Trisler as Administration:** Chris Ladd

**Second:** Bob Stausmire

**Motion passed with no objection.**

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

**Minutes of February 26<sup>th</sup>, 2024**

**Motion to approve:** 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.

**Correspondence:** None.

**Public Participation:** Dustin Shaffer from Island Air Taxi reported that he was interested in purchasing a fuel truck that will be 1000 – 1200 double wall tank. There was a discussion on what procedures Dustin will have to follow with the fuel truck. Dustin would fill the truck on mainland and would like to have the fuel truck for the upcoming season. There was a discussion on checking with the Port Authority's insurance to sell fuel to the public at the airport.

**Motion to approve the purchase of a fuel truck:** Mark Friebe

**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.

**Pilots Association:** No one in attendance.

**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:** 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.**

#### **Financial Reports:**

Payment Register

Receipt Detail (deposited funds)

Visa Report

January and February 2024 Reconciliations, Special Checking Rec is provided.

Past Due Account

Sign Signature Page

**Motion to approve \$50,000 transfer on March 6, 2024, and a second \$50,000 transfer on March 12<sup>th</sup>, 2024, from Money Market account to Checking account to pay bills and local match for New Terminal grant payments:** 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.**

There was a discussion on the Port Authority getting a handheld Credit Card machine to purchase or lease to process credit card payments for guest pilots. The schedule of fees are provided and the cost to purchase or lease for 4-years.

**Motion to purchase a credit card reader at \$699:** Chris Ladd

**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.**

The Final Annual Appropriations for 2024 are due before March 30<sup>th</sup>, 2024. There was a discussion on the Appropriations for 2024. The Resolution for Final Appropriations is ready to be approved and sent to the Ottawa County Auditor.

**Motion to Approve the Resolution for the 2024 Final Appropriations:** 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.**

**Marine/Harbor Report:**

The Ohio Edison SLL Resolution for the new cable to be laid in the lake from Put-in-Bay to Middle Bass Island has been tabled to the April meeting, with drawings to be provided.

**Airport:**

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

**Motion to approve the Middle Bass Airport Wildlife Fence Design contract with C&S for \$44,000:** Rick Zeibarth

**Second:** Chris Ladd

**Motion passed with no objection.**

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

The Put-in-Bay Terminal Parking Lot Legal Ad was submitted and will start March 27<sup>th</sup>, 2024. The bidding will begin with a Pre-Bid meeting April 3<sup>rd</sup>, 2024. The Bid Opening is April 18<sup>th</sup>, 2024.

The Grant Application is due May 15<sup>th</sup>, 2024.

The Middle Bass Airport Wildlife Fence, 90% of the design will be submitted for the FAA to review and with the FAA approval the bidding process will be started the middle of April. The grant application will then be submitted to the FAA by May 15<sup>th</sup>, 2024.

**Old Business:**

The Board changed the Port Authority 2024 meeting schedule to accommodate Forrest Trisler's work schedule. The new update schedule will be posted.

There was a discussion on cancelling the Nest cameras.

There was a discussion on the leaks on the roof of the Port Authority's Public hanger and getting those fixed as soon as possible. Freedom Roofing has been notified of the leaks and will repair as soon as possible.

**New Business:**

The Board would like to get a lock for the manual doors at the public hanger here on South Bass.

The Board would like to go into Executive Session to discuss the increase in employee hours and security breach 6:52pm.

The Board would like to come out of Executive Session at 7:30pm.

**Next Meeting at Put-in-Bay Township  
Monday, April 15<sup>th</sup>, 2024, at 5:00 pm.**

**Time: 7:30pm**

**Motion to Adjourn:** Mark Friebe

**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.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Second: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Session Notes:**

The board requested a current list of all websites and accounts with login name and passwords for emergency backup. A copy of the list will be provided to the Put-in-Bay Township Fiscal Officer.

Discussion about the 2023 Port Authority share of \$20,000 liquor payment for the Wednesday night concert has not been received. Mr. Niese will be contacted for further discussion.

**Motion to approve to increase Beth Furner hours up to 30 hours per week:** 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.