

**Put-in-Bay Township Port Authority
Regular Board Meeting Minutes from May 20, 2024
Put-in-Bay Town Hall Building @ 5:00 pm**

Meeting ~ Put-in-Bay Township Building 5:00pm

Pledge of Allegiance

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

Minutes of April 22nd, 2024

Motion to approve: Forrest Trisler

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: The Board received a letter from Tim Niese regarding the 2023 Bash on the Bay Concert Liquor sales percentage proposal of \$12,896.38 due to the storm and loss of revenue. Tim's correspondence stated that he is good with the proposal.

Public Participation: There was a discussion with Ray Fogg on trimming the trees on both ends of the runway at Put-in-Bay Airport.

Dustin from Island Air Taxi has agreed to lease the new service building for \$1000 per month for 5 years starting June 1, 2024. The Port will pay \$250 rent for use for the 2024 season while the terminal is under construction. It was suggested that a sign be put on the Service building Door for pilots that reads Pilots Register Here and Golf Cart Rental is available here.

Motion to pay Dustin 20% for management of hangar rentals: 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.

Dustin proposed to be a Fixed Based Operation to manage the Airport and maintenance of the ramp.

The new mobile bathroom will be cleaned and cared for by Island Air Taxi. The Port will furnish the bathroom supplies. The bathroom may need a new pump due to issues that have happened.

It was suggested that articles be submitted to the Gazette updating the public on the new terminal. An update can be presented at the Property Owners' Meetings.

Pilots Association: None.

Voucher to be Approved:

Motion to Pay Bills: 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 Pay Payroll: 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.

Financial Reports:

Payment Register

Receipt Detail (deposited funds)

Visa Report

May 2024 Reconciliations, Special Checking Rec. provided.

Past Due Accounts

Governing Signature Page to be signed.

Motion to approve in UAN the amount \$2,076.00 Interfund Transfer from general fund to Service Building account #4911-760-720-0000 to pay invoice Nowak Construction Inv. #1187 includes installation of 8 pieces ptacs, 16 pieces trim and finish ptac, 10 pieces of Azek, and one round trip truck Miller Ferry: Forrest Trisler

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.

The 2023 Audit will begin June 5, 2024. This year the Auditor offered to do an AUP (Agreed Upon Procedures). In 2023 the Port Authority did not spend over \$750,000 of FAA funds.

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, the drawings were approved. This has been tabled since the Port Authority has not yet received the signed application or application fee. Rosann tried calling them again and they stated they would send it out, that was over 3 weeks ago.

The Port Authority has submitted the PIDP Grant Application for the Miller Boat Line Harbor Protection on May 10, 2024.

Rosann attended the second Ohio MARAD Steering Committee meeting on behalf on the Port Authority at the Columbiana Port Authority office on May 8, 2024.

Airport:

The Middle Bass Airport Wildlife Fence 90% design has been submitted to the FAA for review. When the FAA approves the project, the bidding process will be started at the end of May. The grant application will then be submitted to the FAA by June 26th, 2024. Rosann explained to the Board the slider gate design issues, but the FAA was helping with the process.

There was a Put-in-Bay Terminal construction update to report the contractor is on schedule.

The new airport portable bathroom trailer 50amp plug box has been installed. The water pump had a cracked inline filter, so Rosann had to order a new one. They are still having a few issues with the pump. May have to order a new pump, the cost is approximately \$70.

The Schedule of Fees will not have any changes in 2024 the Board approved.

The Board was presented with the Lloyd Pahler Form 7460 and building layout to review his parcel layout. Lloyd will resubmit his plan per the response from ODOT Aviation.

Steve Overy from Paratus Air sent an email to the Port Authority requesting permission to build next to the mound for his operation. The Board had a discussion regarding said email. C&S Engineer Aaron Aljets was visiting Put-in-Bay Airport at the time Steve was there. An evaluation of possible placement of the building if possible due to the sanitary mound. Steve will send the Port a building plan.

The Put-in-Bay Airport slider gate at the ramp stopped working and was found that the circuit board was bad, which is 30 years old. This type of circuit board is no longer available. The Board was presented with the quote to replace the motor from Quality Overhead Door which is \$5,450.00. The board decided to purchase the motor and install it. The Port will get estimates for the motor.

Old Business:

The Board discussed the 2024 Concert Agreement and Liquor Agreement and would like to discuss with Tim Niese.

The Board discussed the public hanger quote for the keypad lock which cost \$2,228.00 with a 3–4-week lead time. Rosann reported that another company Hobbs Lock n Key stopped to look at the hanger door for the keypad entry and is currently waiting for a quote from him.

New Business:

The Board had a discussion on the Service Building Lease Agreement with Dustin Saffer and decided to hold off until the next meeting to approve.

Bob Stausmire reported that the Middle Bass Fire Department would like to have truck training at the Middle Bass Airport. The Board had a discussion on when the Fire Department would be able to have said training. If the training is done during operating hours a NOTAM will need to be issued to close the airport during the training. The "X's" will need to be placed at both ends of the runway while closed. No weekend training.

Scott Jackson would like to tap into the Port Authorities village water line for his home on Langram Rd. The tap is. on the Herald Hawk property. Scott would also like to move his drive over to the Port Authority property Line:

Motion to let Scott Jackson tap into the Port Authority village water line and move his drive over along our property line:

Second:

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

Executive Session moved by Forrest Trisler

Second: Mark Friebe

The Board went back to open meeting.

Motion: Rick Ziebarth

Second Forrest Trisler

The Board asked Beth Furner to apply for ACA Insurance and advice the board of her findings. Further discussion may be needed.

**Next Meeting at Middle Bass Townhall
Monday, June 20, 2024, at 5:00 pm**

Time: 7.08pm

Motion to Adjourn: Bob Stausmire

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.

Approved by: _____

Date: _____

Second: _____

Date: _____