

**Put-in-Bay Township Port Authority  
Regular Board Meeting Minutes from October 14, 2024  
Put-in-Bay Township Building @ 5:00 pm**

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

Pledge of Allegiance

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

Minutes of September 20<sup>th</sup>, 2024.

Motion to Approve the Meeting Minutes: Chris Ladd

Second:

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: None.

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: Chris Ladd

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 September 2024

September 2024 Reconciliation complete and Bank Statements

September Reconciliation complete and Bank Statements

September Special Checking Reconciliation complete and Bank Statements

Past Due Accounts

Governing Board Signature Page

**Marine/Harbor Report:** None.

## Airport:

The Board was given an update on the Put-in-Bay Terminal construction. There was a discussion on having the open house on October 30th, 2024.

Approve C&S Engineers for the Put-in-Bay Terminal Prof. Services for 7-1 thru 7-30-2024 \$12,875.94 Share, \$2,702.03 local share for a total \$15,578.87: 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.

Approve C&S Engineer Invoices for the Put-in-Bay Parking Lot Design 8-1-2023 through 6-30-2024 and Passero IFE (was paid, only being reimbursed thru this draw), all invoices were submitted to Delphi in Draw #1 \$72,670.65 local match \$8,074.49 total \$80,925.14, a check will be sent to C&S Engineer in the amount of \$71,050.75 (Draw #1 has been deposited in the Port checking account): 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.

Approve the 3T7 Reconstruct Perimeter Fencing Grant Construction Contract with Westfield Electric, Inc. sent to the board members for review: Rick Ziebarth

Second: Bob Stausmire

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

Approve the Wickens Herzer Panza Legal Professional Fees of \$985.50 for conference with Rick Ziebarth on 8/22/2024 concerning the Lloyd Phahler #7460 form (Notice of Proposed Construction or Alteration) on his Airline Rd. property: 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.

Approve the invoice #8017 from Put-in-Bay Investments Ltd. for the water and gray sewer line for Dustin's hanger, includes digging up the water line, excavation to trench and install/bury water lines and pipes, required fittings, backfill with stone, the total for this service is \$11,867.95: 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.

Approve to invoice the Put-in-Bay Township \$15,000 (their bid price in 2023) for the purchase of the old SRE truck that will be replaced by the new FAA SRE Grant: Mark Friebe

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.

Approve to pay OE Meyer for the installation of the in-ground propane tank, labor \$1,800.00 and fill the tank with 800 gal. of propane \$1,799.20, invoice total: \$3,599.20: Mark Friebe

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.

Approve to pay C&S Eng. For the 3T7 Reconstruct Perimeter Fence (Design and Construction) for invoices for design services 3-1-2024 thru 7-31-2024, Draw #1 for \$40,179.20, local match \$4,464.35 total \$44,643.55 to C&S Eng. (Draw #1 has been deposited in the port checking account): 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.

Approve OE Meyer installment plan for the underground propane tank & fittings total \$6,861.39 with the monthly payment of \$285.89 due 30 days after installment is sent, this is interest free: 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.

Old Business:

There was a discussion on splitting the Asphalt Grinder with the Put-in-Bay Township.

New Business:

There was a discussion on selling the Mobile Bathroom Trailer.

There was a discussion on possibly doing crack seal at the Put-in-Bay Airport Ramp this Fall.

Motion to approve the Middle Bass Shelter Increase not to exceed \$30,000: Rick Ziebarth

Second: Bob Stausmire

Motion passed with no objection.

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

Next Meeting at the Put-in-Bay Township Building  
Monday, November 20<sup>th</sup>, 2024, at 5 pm.

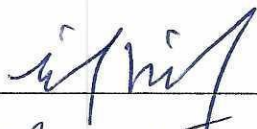
Time: 5:49 pm

Motion to Adjourn: Rick Ziebarth

Second: Mark FriebeI

Motion passed with no objection.

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

Approved by:  Date: 11-18-24

Second:  Date: 11-18-24