

Put- in-Bay Township Port Authority
Regular Board Meeting ~ April 12, 2014

Meeting called to order at 9:02 am ~ Put-in-Bay Township Hall

Roll Call: Rosann Keiser, Patrick Myers, Eric Engel, and Sharon Gray

Review of meeting notes from January 22, 2014

Motion to approve: Eric Engel

Second: Patrick Myers

Motion passed with no objection.

Correspondence:

We received a letter from Graham Ritz expressing interest in a summer 2014 internship again. Mr. Ritz included his resume and will be available to work May 12 through August 22, 2014. The board will consider an internship again for 2014.

Denny Bryant sent a letter interested in renting office space at the terminal.

Captain Scott from Detroit Air Guard sent a letter asking permission to do training exercises on North Bass Island. The exercises would take place in August 11-22 for 18 to 24 hours. They would have 20 personnel moving equipment on the island and 2-3 helicopters flying in and out. Captain Scott included a map of the island showing where equipment will be placed. The board felt this should not be a problem. Rosann will send a letter to Capt. Scott asking him to alert the community that this exercise will be taking place. Putting a notification in the Gazette would be appropriate.

The ODNR Division of Watercraft sent a letter accepting our application for the dredging Project.

Jeremy Berman sent a letter advising the Board that the Airline Rd. on the north end is in need of repair, so he would like to get it paved before his wedding April 26, 2014.

Rob Hard from the Black Squirrel Bed and Breakfast is interested in renting the sign at the North end of the runway. He purposed to pay \$50 per year and maintain the sign area, trimming tree, and keeping grass and weeds out of the area. The Board agreed to 1 yr. with the approval of the signage artwork.

Motion to approve: Patrick Myers

Second: Eric Engel

Motion passed with no objection.

Public Participation:

Dustin Schaffer a 135 carrier is interested in building a new hanger, either on the north side of existing hanger or on the south side of the terminal near the parking lot. Dustin needs a larger hanger to accommodate 2-3 planes and needs more height for a seaplane, approximately 80' x 80' or 100' x 100'. The board asked for a proposal and drawing of his plans.

Jeremy Berman advised the Board that he would be putting up a tent for his wedding that will be very close to his house and will encroach a little onto the access area. The tent will be up for several days and taken down right after the wedding.

Lisa Brohl gave an update about the Middle Bass Island wetlands. The EPA approved the property north of the runway, that runs along Diest Road. The wetland needs to be 1 acre, so Lisa will delineate the area in August and do a rapid assessment. She will submit her report to the EPA. If the EPA approves Lisa's proposal, the delineated area can then be put into a Conservation Easement or an Environmental Covenant.

Pilot Association:

- * The representative asked that the windsock in the segmented circle be replaced.
- * It was brought to the board's attention, that there is debris on the taxiway left over from the winter and it needs to be removed.
- * There are 2 holes in the center of parking/taxiway and they need to be patched.
- * Sign at the runway and taxiway intersection in front of hanger is laying down and needs to be put up.
- * The sign that directs guest pilots to pay fee is delaminating and needs to be replaced.
- * Pilot Association recommends having a meeting with the snow plow drivers this fall with a plan where to pile snow. Piling the snow in the optimal place so the snow melt will run in the grass and not on runway or taxiway.
- * The group plans to have Fly In on August 10, 2014.
- * A brief discussion on the Taxiway/Apron Rehabilitation project and securing funding from the FAA.

Voucher to be approved:

Motion to pay the bills: Sharon Gray

Second: Eric Engel

Motion passed with no objection.

Financial Reports:

- a. Revenues & Disbursements
- b. Past Due Accounts
- c. Banking letters for Sharon Gray to be added to signature card

Motion to approve banking letter for Sharon Gray: Eric Engel

Second: Patrick Myers

Motion passed with no objection.

- d. Banking letter for Rosann Keiser to be added, information only for checking & saving accounts.

Motion to approve banking letter for Rosann Keiser: Eric Engel

Second: Patrick Myers

Motions passed with no objection.

This February the airport terminal building almost ran out of propane. Ferrell Gas was very slow getting it filled. Patrick would like to have a confirmation from Ferrell Gas, if this situation should happen again in future winters that we can ask another propane provider to fill our tank. If Ferrell Gas will not allow us to do that, we should consider purchasing our own tank. We then can have any company fill the tank.

The Ottawa County tax 1st half distribution check was received.

Marine & Harbor:

A letter of permission from the Army Corp of Engineers to continue with the Harbor Dredging Grant process.

Motion to approve: Sharon Gray

Second: Eric Engel

Ray Collett submitted an application for Recreational Harbor Evaluation Grant project. This was submitted March 16, 2014.

Airports:

The North Bass Island Snow Plow Grant will be submitted once all the information has been collected.

The Board was asked to wave the annual parking invoice for Karl Steuk on Middle Bass Island. Karl volunteers at the Middle Bass Airport.

Motion to approve: Patrick Myers

Second: Sharon Gray

The Pre-Bid Meeting on Middle Bass Island for Obstruction Removal is April 15, 9:00am Rosann Keiser will attend. The PIB Pre-Bid Meeting is April 16, 10:30am Patrick and Rosann will attend.

Old Business:

Rick Ziebarth will be organizing a tax levy meeting, to promote the levy to the community. A representative will have to go to the Election Board to get the information to start the PAC.

A new hand held radio, purchased by the Port Authority, was given to the Township snow plow drivers.

New Business:

The cell phones do not work in the Port Authority office. There is a network extender available to help with the cell service. Rosann will check with Verizon for the possibility of them giving the Port Authority the network extender. The price of the extender is \$249.00.

Motion to approve: Eric

Second: Patrick

A quote from Todd Blumensaadt to repair the terminal building overhang is \$360.00.

Motion to Approve: Patrick

Second: Eric

The Port Authority will have open office hours Monday and Tuesday 8am-1pm and

Saturday 9am-11am. Hours will be posted and added to the web page.

Motion to Adjourn: Eric Engel

Second: Sharon Gray

Motion passed with no objection.

Meeting adjourned at 10:37am

Approved by: _____ Date: _____

Second: _____ Date: _____