

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS MEETING**

February 26, 2007

TIME & PLACE

The regular meeting of the Michigan City Port Authority Board of Directors was called to order at 5:00 p.m. in the Port Authority board room.

PRESIDING OFFICERS & ATTENDANCE

Vice President Linda Simmons presided. Board members in attendance included James Cadwell, John Haynes, Sam Johns and John Quinn. Harbormaster Tim Frame, Assistant Harbormaster of Administration Mary Ann Pawlicke and Assistant Harbormaster of Operations Bob Kavanaugh were also in attendance.

Board president James Jaksa and board member James Baldwin were unable to attend this meeting.

Attorney Jeffrey Katz was not asked to attend this meeting.

Guest in attendance was Tom Milcerak from the Michigan City Parks Department Board of Directors.

MINUTES

Upon motion made by Sam Johns, seconded by James Cadwell, the board approved the minutes to the previous meeting.

BILLS

Upon motion made by John Quinn, seconded by Sam Johns, the board approved payment of the bills as presented.

REPORT FROM THE HARBORMASTER

Harbormaster Frame informed the board the DSL Internet server is currently being installed at the Trail Creek and Washington Park offices; this will allow us to set up a private network so Assistant Harbormaster Kavanaugh, along with the Trail Creek staff can access our new software program with a high speed connection.

Harbormaster Frame informed the board delivery of the new tractor is expected on Wednesday, February 28th with the exception of the power broom which will be delivered at a later date.

Harbormaster Frame informed the board *Access Unlimited* has received the additional part ordered and has completed testing of the handicapped lift; delivery is expected by the end of the week. As it appears *Access Unlimited* does not have a regional representative, installation will be provided by a local contractor.

REPORT FROM THE ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations Bob Kavanaugh informed the board that with the exception of re-painting and applying non-skid paint, the dock repairs at Sprague Pointe Marina are near completion.

Assistant Harbormaster Kavanaugh informed the board the staff has completed 684 days, 7,567 hours without a lost-time accident, the last being November 29, 2004.

Assistant Harbormaster of Administration Mary Ann Pawlicke discussed the new marina software and informed the board 100% of the Washington Park customer/boat information and 60% of the Trail Creek customer/boat information has been transferred into the program. Symon Lobsang has 80% of the second module (invoicing & accounting) completed and has begun work on the third and final module (maintenance).

Assistant Harbormaster Pawlicke informed the board the final billing of the 2007 summer slip and rack customers will be completed by Wednesday, February 28th, with the final payment due by March 15, 2007.

Assistant Harbormaster Pawlicke provided the board a listing of the 2007 Retention Policy stating there were approximately forty-three (43) boxes that could be discarded. The next step is to supply a list to Controller John Schaeffer.

Assistant Harbormaster Pawlicke informed the board she received the paperwork for the fuel bid from Attorney Jeffrey Katz and bid packets will be available on Tuesday, February 27th.

Assistant Harbormaster Pawlicke reminded the board that due to the observance of Presidents Day, the next board meeting will be held on Monday, March 5th.

COMMITTEE REPORTS

There was no report for the Budget and Financial Oversight Committee.

On behalf of the Claims and Insurance Committee, Linda Simmons submitted a breakdown of the Port Authority's 2007 Insurance Policy (included), stating the overall savings as compared to the 2006 package is \$15,240.00 or a total of 6.4%.

On behalf of the Master Planning and Special Projects Committee, Sam Johns informed the board he met with *Abonmarche Group* regarding the Trail Creek capacity study and should have a report available within thirty (30) days. Mr. Johns stated the Port Authority is providing a service to the community for potential developers and commercial enterprises wanting to do expansion along trail creek to include recreational boating.

On behalf of the Boater Communications, Special Events and Advertising Committee, John Haynes had nothing to report.

On behalf of the Port Operations, Personnel and Marina Policy Committee, John Quinn had nothing to report. However Mr. Quinn did inform the board that he along with Mr. Jaksa recently met with a building contractor to refurbish the marina café. The contractor is drawing up a proposal and updates will be provided as received. The board members went on to discuss possible ideas for the café and Mr. Quinn informed them bids should be available for distribution in approximately one (1) week.

OLD BUSINESS

There was no old business to report for this meeting.

NEW BUSINESS

There was no new business to report at this meeting.

GUESTS COMMENTS

There were no guest comments at this meeting.

ADJOURNMENT

Upon motion made by John Quinn, seconded by Sam Johns, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

James Cadwell, Board Secretary

Approved On: _____
Date

By: _____
James Jaksa, Board President