

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

May 21, 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 OFFICER & ATTENDANCE

President James Jaksa presided. Board members in attendance included James Baldwin, James Cadwell, John Haynes, Sam Johns, John Quinn and Linda Simmons. Harbormaster Tim Frame, Assistant Harbormaster of Operations Bob Kavanaugh and Jonita Davis were also in attendance.

Assistant Harbormaster of Administration Mary Ann Pawlicke was unable to attend this meeting.

Attorney Jeffrey Katz was not asked to attend this meeting.

Guests in attendance included Keith Logan from the Michigan City Sailboat Charters and Jason Miller from the News Dispatch.

MINUTES

Upon motion made by John Quinn, seconded by James Cadwell, the board corrected the minutes to the previous meeting stating board member James Baldwin was in attendance.

BILLS

There were no bills presented at this meeting.

GUEST COMMENTS

There were no guest comments at this time.

REPORT FROM THE HARBORMASTER

Harbormaster Tim Frame informed the board *Best Access* has completed installation of the gate reader at Sprague Pointe Marina. In addition, parts have been ordered from *Bancroft Electric* to have the electrical pedestals installed.

Harbormaster Frame informed the board the *Dockside Café* is now open for business.

Harbormaster Frame informed the board an engineer from *Tonn & Blank* will be at Washington Park Marina in the morning (Tuesday, May 22, 2007), to review mounting and installation procedures for the handicapped lift.

Harbormaster Frame informed the board he received a letter from Brad Wagon from the Michigan City Sailing Club requesting permission to host their annual Lightening Regatta on the weekend of June 23rd & 24th. He is expecting ten (10) to twelve (12) boats and will be utilizing the hoists at the dry sail dock. Mr. Wagon had explained as the total entry fee is kept to a minimum of approximately \$40.00, he asked for a discounted rate. Harbormaster Frame recommended that a cost of \$25.00 per vessel for the weekend as opposed to the \$25.00 per day be acceptable.

Upon motion made by Sam Johns, seconded by John Quinn, the board approved a hoist rate of \$25.00 per boat during the weekend of the Michigan City Sailboat Clubs Lightening Regatta.

Harbormaster Frame informed the board he received one (1) proposal from *Poston Plumbing, Inc.*, in the amount of \$7,035.00, to install the necessary plumbing for water usage at thirty (30) docks located at Sprague Pointe Marina.

Upon motion made by John Quinn, seconded by Linda Simmons, the board approved plumbing installation at Sprague Pointe Marina be awarded to *Poston Plumbing, Inc.* in the amount of \$7,035.00.

Harbormaster Frame informed the board *Crismar Graphics, Inc.* will have the charter boat organizations sign available by the end of the week.

Per inquiry from Mr. Johns, Harbormaster Frame informed the board sand removal along the parking areas is progressing.

Per inquiry from Mr. Baldwin, Harbormaster Frame informed the board we currently have five (5) boats to be included in the next 'Abandoned Boat Auction'. He stated Assistant Harbormaster Mary Ann Pawlicke will have all pertinent information ready for review with Attorney Jeffrey Katz later this week.

REPORT FROM ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations, Bob Kavanaugh informed the board the Trail Creek Marina staff has launched a total of one-hundred and twenty (120) boats this season, with eleven (11) more currently on this weeks schedule.

Assistant Harbormaster Kavanaugh informed the board *De Lau's Landscaping* has been spraying weeds and keeping up with general maintenance and *Poston Plumbing* has done an excellent job with repairs at Trail Creek Marina.

Assistant Harbormaster Kavanaugh informed the board the staff has completed 759 days, 8,316 hours without a lost time accident.

On behalf of Assistant Harbormaster of Administration, Mary Ann Pawlicke, Harbormaster Frame informed the board the seasonal staff attended a **Marina Attendant Training Seminar** on May 19th. Their training included proper gas dock procedures, fuel spills, fire emergencies, proper use of the marine radio and customer service. Instructor Jack Klang is also an instructor with the DNR in the **Clean Marine Program** and hopes to include this portion with next year's seminar. Harbormaster Frame submitted a hand book.

Harbormaster Frame submitted the May Open Balance Report.

COMMITTEE REPORTS

On behalf of the Budget and Financial Oversight Committee, James Baldwin recommended a board meeting be held on Friday, May 25th at 3:00 p.m. to approve payment of the bills.

On behalf of the Claims and Insurance Committee, Linda Simmons informed the board she received a statement from General Insurance for the Marine Operators Bond in the amount of \$100.00.

On behalf of the Master Planning and Special Projects Committee, Sam Johns requested that the 'Hold Harmless Agreement' release for the handicapped lift, be submitted to the board on Friday, May 25th.

Mr. Johns informed the board he is still working with the Army Corps. of Engineers on having the Washington Park Marina dredge permit modified and reconfigured and will advise during a future meeting.

Mr. Johns informed the board he has suggested to Harbormaster Frame that the shelter at Sprague Pointe Marina be torn down.

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

On behalf of the Port Operations, Marina Policy and Personnel Committee, John Quinn informed the board during the Dock Committee meeting held on Saturday, May 12th, Joe Exl from the *Indiana Clean Marine Program* gave a presentation. He went on to state this is a volunteer program that provides information and assistance to marina operators (handout provided). After some discussion by the board, it was determined the Port Authority should incorporate this program; Mr. Quinn stated it would be reviewed at an upcoming committee meeting.

Mr. Quinn informed the board Jonita Davis has drafted her report on the history of the Port Authority, with a completed draft to be available in approximately two (2) weeks. Mr. Quinn asked the board to read the submitted rough draft and make any suggestions. The end product is designed to be approximately sixty (60) pages including pictures. Ms. Davis gave a short synopsis of her reporting procedures.

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Mr. Jakska reviewed an email letter he received from Vincent Stigler, Coach, Dundee Crown High School, Chicago, IL, stating his interest in securing a compass from the abandoned boats to be sold at our upcoming auction. Mr. Jakska stated they would need to discuss this with attorney Katz prior to making a decision; however Mr. Haynes suggested he direct Mr. Stigler to contact *Stevens Marine* as they would be more apt to deal in scrap boat parts.

GUEST COMMENTS

No guests wished to comment at this meeting.

ADJOURNMENT

Upon motion made by John Quinn, seconded by Sam Johns, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

James Cadwell, Board Secretary

Approved On: _____
Date

By: _____
James Jakska, Board President