

**MICHIGAN CITY PORT AUTHORITY
BOARD OF DIRECTORS**

July 12, 2010

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.

ATTENDANCE

President James Jaksa presided. Board members in attendance included James Cadwell, Jonita Davis, Todd Dickard, John Haynes, Sam Johns and Dan Messina. Harbormaster Tim Frame, Assistant Harbormaster of Administration Mary Ann Pawlicke and Assistant Harbormaster of Operations Dan Hoepf were also in attendance. Attorney Jeffrey Katz was also in attendance.

There were no guests in attendance.

MINUTES

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

BILLS

Upon motion made by Todd Dickard, seconded by James Cadwell, the board approved payment of the bills as presented.

REPORT FROM HARBORMASTER

Harbormaster Tim Frame reported on the following:

- *Star Fleet Regatta* was held June 25th & 26th with nineteen (19) sailboats attending, down from the original twenty five (25) that were scheduled to arrive. The boaters were very impressed with the facility and hope to hold their Regional Championship here in 2012 and their Nationals the following year.
- The *Cardboard Boat Dash* was held on Saturday, July 10th; boats launched off the Washington Park Ramp and raced between the 800 dock and north shore. There were twenty eight (28) participants with a total of twenty four (24) that sank with approximately five hundred (500) spectators. WIMS Radio was on hand to broadcast the event which will be seen on PBS.

- The annual *Fireworks Display* was held on Sunday, July 11th with only the usual parking complaints. Fireworks went off slightly early at 8:45 p.m. due to the impending storms.
- Attendance was moderate at Saturdays Dock Representative meeting. General maintenance issues were discussed.
- The next major event will be the *Super Boat Grand Prix* held the first weekend in August.
- The remaining parts for the six (6) new jet ski docks should be available by Wednesday and ready to install.
- Dock modifications at the Washington Park launch ramp will be completed within two (2) weeks.
- The fountain at the 400 dock duck walk area has been installed.

REPORT FROM ASSISTANT HARBORMASTERS

Assistant Harbormaster of Operations Dan Hoepf reported on the following:

- The staff has been focusing on preparations and clean up during special events. Materials have been picked up and returned to the fireworks company.
- Staff continues with daily dock maintenance.
- Safety report: the staff has completed 695 days (7,853 hours) without an incident and 1,731 days (19,334 hours) without a lost time accident.
- Sam Johns inquired about the disposal of old cradles at Trail Creek, however the staff has been consumed with preparations due to the Fourth of July events and have not had time.
- Materials have begun to arrive for the In-Water Boat Show.

Assistant Harbormaster of Administration Mary Ann Pawlicke reported on the following:

- Weekend statistics Friday, Saturday & Sunday, 7/9 - 7/11.
 - The office checked in forty one (41) transient boaters at Washington Park Marina.
 - The card reader indicated 11,264 gate entries (not to include people leaving the marina).
 - Sold a total of 6,500 gallons of fuel.
 - From June 2009 we are up an additional 4,000 gallons in gasoline and 6,000 gallons in diesel.
- The east side guard shack has been painted to match the bathhouses.
- Will submit a copy of the *Tin City Grill Dockside* menu to be posted on the website by Scott Wills.
- Seasonal slip rates were discounted 25% as of July 1st and will be discounted an additional 25% on August 1st.
 - All fees, rates and discounts are posted on the website.
 - An email alert can also be given to customers.
 - There are fifty one (51) available slips.

- Postcard notifications along with an email alert was sent earlier last week notifying slip holders of the impending park closures once the lots were full.
 - Email alerts are designed to inform boaters of special events, circumstances or emergencies. To receive these alert messages, a boater must log on to our website and request it. Notifications were mailed out previously to inform all slip holders of this option.
- Coupons for the customer referral program and first time slip holder discounts are now available on the website.

COMMITTEE REPORTS

On behalf of the **Budget and Financial Oversight Committee**, Todd Dickard informed the board the *Lake Erie Marine Trade Association* (LEMTA) has requested in lieu of paying a percentage of gross receipts for this year's *In-Water Boat Show*, the Port Authority Board authorize a flat fee of \$20,000.00 for one (1) year only.

Ms. Davis suggested the board renegotiate the contract upon completion of the boat show and evaluate both the 2009 and 2010 events. Mr. Dickard informed the board they had a budget of \$50,000.00 for 2010 and \$70,000.00 for the 2009 show.

Upon motion made by Todd Dickard, seconded by James Cadwell, the board approved a fee of \$20,000.00 to be paid by *LEMTA* for proceeds received during the *2010 In-Water Boat Show*.

On behalf of the **Claims and Insurance Committee**, James Cadwell had nothing to report.

On behalf of the **Master Planning and Special Projects Committee**, Sam Johns informed the board the trail creek dredge permits have been rejected as the plan submitted to deposit the dredge material was unacceptable.

On behalf of the **Boater Communications and Special Events Committee**, John Haynes informed the board one of the topics discussed during the dock representative meeting was the slip holders from the 700 and 800 docks requested permission to landscape the area surrounding the gazebo. Drawings of their plan were submitted and the Harbormaster agreed to excavate an area of dune grass and do some sand removal. The group did request the Port Authority to assist with some of the costs. Mr. Haynes explained the area is a bit of an 'eyesore' with the overgrown dune grass and most of the slip holders maintain their docks landscaping around each picnic area throughout the marina. Mr. Jakska advised they be notified that it should be a temporary solution and not interfere with future renovations.

Mr. Haynes went on to inform the board the Coast Guard Auxiliary will be offering a course, '*Suddenly In Command*', which is designed to instruct boaters how to respond to emergencies. Sign-up sheets are available in the office.

On behalf of the **Port Operations, Personnel and Marina Policy Committee**, Sam Johns had nothing to report.

There was no report from the **Public Relations and Advertising Committee**.

OLD BUSINESS

There was no old business to discuss during this meeting.

NEW BUSINESS

Sam Johns informed the board drawings and engineering plans are completed for the new bathhouse and fish cleaning station relocation; he would like to instruct Abonmarche to draw up bids.

Upon motion made by Sam Johns, seconded by Jonita Davis, the board gave approval to instruct *Abonmarche Consultants, Inc.* to send specs out for bids on the new bathhouse and fish cleaning station with the goal of completion by the 2011 boating season.

Attorney Jeff Katz requested a copy of the bid package be forwarded to him upon completion, for evaluation.

Dan Messina reported the fish grinders at Trail Creek Marina were backed up and running slow over the weekend. He reminded the board these were the old ones relocated from Washington Park and suggested at some point they be upgraded to one similar centralized station. Mr. Johns inquired about the amount of usage these receive at trail creek as perhaps it is not necessary to replace with the same series as at the main station. Mr. Messina however feels there is high traffic due to the public ramp.

ADJOURNMENT

Upon motion made by Sam Johns, seconded by James Cadwell, the board adjourned the meeting at 5:38 p.m.

Respectfully submitted,

John Haynes, Board Secretary

Approved On: _____
Date

By: _____
James Jaksa, Board President