

**CONTRACT MANAGEMENT COMMITTEE MEETING**  
**Lorain Port Authority**  
**Tuesday, November 14, 2017**

**Committee:** Ms. Carr; Messrs. Kuszniir, Nielsen, Zellers and Zgonc

**Board Members:** Mrs. Cook; Messrs. Bansek (6:53 p.m.), Davila and Mullins

**Staff:** Tom Brown, Executive Director  
Yvonne Smith, Accountant  
Tiffany McClelland, Economic Development Specialist  
Michael Brosky, Esq.

**I. Roll Call**

- A. The committee meeting was called to order at 6:46 p.m. by Chairman Alan Zgonc. Roll call indicated a quorum present.

**II. Report of Chairman**

- A. Lorain Lighthouse Foundation Lighthouse Tours Agreement 2018: Mr. Brown said Ms. McClelland has done the lion share of the work on this. He and Ms. McClelland met with representatives from the Lighthouse Foundation and shared with them the issues we experienced from the last season. We want to streamline the process for both agencies. The largest difference between this year and last is we're planning to train the Lighthouse Foundation to be able to do their own ticketing through Peek Pro, the program we use. It will save us a lot of staff time in the long run. Mr. Brown said the Lighthouse Foundation is interested in taking more control and we're happy to let them. Ms. McClelland will help train them on Peek Pro. The timing and scheduling of captains also become an issue at different times this season and Mr. Brown said we've made changes internally to ensure no trips are cut short or start late. These issues will be solved with independent dates. The new agreement also has the Lighthouse Foundation marketing and scheduling their own private events. We'll provide the vessels and schedule the captain, but the Lighthouse Foundation will do the leg work on the application end. Mr. Brown said the meetings with the Lighthouse Foundation have been positive and he

believes the members are happy. Mr. Zellers said he's somewhat concerned about the lighthouse group handling their own ticketing and advertising. Ms. McClelland said the group already advertises on their own and she believes we complement what they're already doing. As far as ticketing, Ms. McClelland said it takes a lot of coordination and would be beneficial to have the Lighthouse Foundation handling their own tours. If they're willing to put the time in to learn, Ms. McClelland said the system is very easy to use. In conversations, the Lighthouse Foundation said they'd prefer people going to their website to purchase Lighthouse Tour tickets. Ms. McClelland said we can link to their site on ours. Ms. McClelland said she can confer with the group again, but believed they would benefit from exposure on both websites. Mr. Zellers asked about charging by people versus a flat rate. Ms. McClelland explained the pricing is different based on the different types of tours, which have different hours and income. Lighthouse Tours, which is shuttling, does charge per person. Last season we had three separate fee structures, and this year we'll have two. Ms. Carr moved to recommend the contract to the board as revised. Mr. Zellers seconded the motion. Motion carried unanimously.

- B. Spectrum Lease Agreements:** Mr. Brown said this is an ongoing partnership. Spectrum Consulting Services provides food and drinks to patrons during the Rockin' on the River concerts and Jet Express Browns trips. They're a proven winner and Mr. Brown said they make things easier for us. He asked the board for their continued support of the partnership. Spectrum is doing great work in Lorain and seemed to have their best season yet this past summer. Ms. McClelland said this lease will actually span two years, 2017 and 2018. She explained a lease agreement wasn't yet in place for 2017. The leases are identical and have only minor updates from the 2016 lease. Ms. McClelland said it's more simplified. Mr. Zellers asked about utilities. Mr. Brown said it's somewhat of a beverage, connected to the ticket booth near the dock area. He said they only use

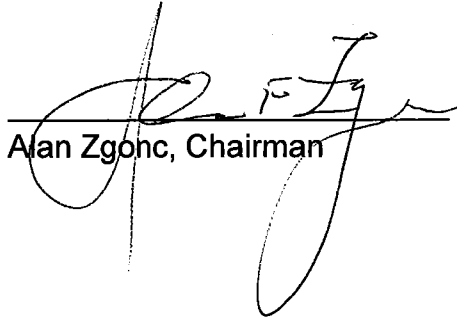
the building on event days during the summer, so ongoing or constant utility use shouldn't be an issue. We haven't seen a remarkable increase in costs. Ms. McClelland said there is a refrigerator and slushy machine, but it's only about 20-25 days a year. They store their supplies during the off-season, which is why they'll pay \$100 per month for the year. Ms. Carr explained Spectrum Consulting Services is a client of hers, and though she doesn't represent them for anything to do with the port, she thought it best to abstain due to the possible appearance of a conflict of interest. Mr. Nielsen moved to recommend the Spectrum Consulting Services leases to the board. Mr. Kuznir seconded the motion. Motion carried.

### III. Other Business

- A. None.

### IV. Adjournment

- A. There being no further business to come before the Contract Management Committee, Mr. Kuznir moved to adjourn. Ms. Carr seconded the motion. The motion carried and the meeting adjourned at 6:58 p.m.



Alan Zgonc, Chairman



Tom Brown, Executive Director