

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408

Personnel Committee

No earlier than 11:00 a.m. – 2/27/2012

TWIN COUNTY AIRPORT CONFERENCE ROOM

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approve/amend agenda
5. Approve/amend minutes of November 30, 2011
6. Elect Chair
7. Elect Vice-Chair
8. Elect Secretary
9. Public comment – speakers will be limited to 5 minutes on agenda items only
10. Discuss/consider recommendation from Job Description Committee to approve the job description for the part time airport manager's position, action if any (Attachment A)
11. Discuss/consider recommending approval of the job description for the part time airport manager's position to the full Twin County Airport Commission, action if any
12. Discuss/consider revision of September 21, 2011 Personnel Committee minutes, action if any
13. Public comment – speakers will be limited to 5 minutes
14. Future agenda items
15. Schedule next meeting
16. Adjourn

Note: Quorums may be present.

Note: Agenda items may not be considered and acted upon in the order listed.

cc: Nick Lakari
James Furlong
Jim Pearson
Jason Lauzer

Menominee County Admin.
Marinette County Clerk

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans with Disabilities Act," please notify the Twin County Airport Manager's office (906-863-8408) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800-649-3777).

Menominee County, Michigan Position Description

Attachment A

Title: Airport Manager
Department: Twin County Airport
Commission
Date: 02/2/2012

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated supervisors.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R 259.312
- Develop and implement administrative, environmental, maintenance and safety programs as directed by the Commission.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, prepare routine correspondence and advise news media of pending board meetings.
- Seek to obtain State and Federal Grants for Airport Development Projects and each application to be approved by the Airport Commission.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Commissioners apprised of matters dealing directly with the problem(s).
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Commission.
- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Commission. Retain records for a period of three years, or such period required by the Commission.

- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Commission.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, plans, coordinates and assigns the work of airport personnel; monitors and evaluates performance and work outputs to maintain efficiency and quality of work.
- Supervises, directs and occasionally operates equipment necessary in the building and grounds maintenance of the airport; inspects runways, taxiways, ramps and roads and assesses operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keeps accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; aviation and management experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

MINUTES

**TWIN COUNTY AIRPORT COMMISSION
2801 NORTH 22ND STREET
MENOMINEE, MI 49858
906-863-8408
FAX 906-863-7392**

**Personnel Committee Meeting, 11/30/2011
Starting no earlier than 3:30 p.m., following Executive Committee meeting**

MEMBERS PRESENT: Jim Pearson, John Hartz, James Furlong
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Menominee County Administrator Brian Bousley, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Menominee County News, Peshtigo Times, Public Citizens

1. Call to order

Chair Pearson called the meeting to order at 3:37 p.m.

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

Motion (Furlong/Hartz) to approve the agenda. Vote – unanimous. Motion carried.

5. Approve/amend minutes of September 21, 2011

Commissioner Hartz noted that a motion made by Commissioner Furlong at the September 21, 2011 Personnel Committee meeting was not recorded in the minutes; to wit: Motion (Furlong) to let Tim Spreen's contract run out and terminate him. Motion failed for lack of a second.

Motion (Hartz/Furlong) to approve the minutes as amended. Vote – unanimous. Motion carried.

6. Public Comment

None

7. Discuss/consider recommendation from Executive Committee for personnel requirements for the airport, action if any

Commissioner Lakari reported that it was the consensus of the Executive Committee to forward to the Personnel Committee the following staffing structure: a part-time airport manager, a part-time lineman, and a full-time lineman.

It was the consensus of the committee to move the Executive Committee's recommendation forward to the full commission for consideration and approval.

8. Discuss/consider Jeff LaFleur’s recommendation for the lineman position based on applications and interviews, action if any

Commissioner Furlong informed the committee that he and Jeff LaFleur interviewed a total of 8 applicants. Each applicant was asked the same 13 questions. Based on those interviews, he and Mr. LaFleur prioritized the list of applicants.

It was the consensus of the committee to move forward extending a job offer to the top applicant, contingent upon successful completion of a background check, physical, and drug screen, to the full commission for consideration and approval.

9. Discuss/consider recommendation from the Executive Committee for advertisement of the airport manager’s position, action if any

It was the consensus of the committee to move forward advertisement for a part-time airport manager to the full commission for consideration and approval.

10. Discuss/consider temporarily increasing the lineman’s compensation for performing the duties of the airport manager, action if any

Chair Pearson noted that, in the absence of an airport manager, lineman Jeff LaFleur had been performing several additional job duties.

Commissioner Hartz stated that he was opposed to increasing the compensation, as the compensation was not historically increased in the airport manager’s absence during vacations.

With a two person majority, the committee agreed to move forward temporarily increasing the lineman’s compensation to that of the previous airport manager, effective from the date the previous manager resigned to the date a new manager starts, to the full commission for consideration and approval.

11. Communications/correspondence

None

12. Public comment

Matt Gagnon of Wallace addressed the commission regarding the work hours of the part-time airport manager.

11. Future agenda items

Creation of an airport operations manual.

12. Adjourn

Motion (Furlong/Hartz) to adjourn at 3:53 p.m. Vote – unanimous. Motion carried.