

TWIN COUNTY AIRPORT COMMITTEE
2801 22ND STREET
MENOMINEE, MI 49858
906-863-8408
Tuesday, September 15, 2015 5:00 PM
AIRPORT CONFERENCE ROOM

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
 August 18, 2015
6. Public Comment (Pertaining to Agenda Items Only, Limited to 5 Minutes)
7. Presentation
8. Business
 - a. Financial
 - aa. Monthly Budget Review
 - b. Buildings and Grounds
 - aa. Terminal building roof
 - bb. Additional Hangers
 - cc. M-Dot Aero 5 Year Capital Plan
 - c. Personnel
 - aa. Airport Manager/Lineman Positions
 - bb. Job Descriptions – Lineman, Airport Manager
 - cc. Airport Work Rules/Policies
 - d. Airport Manager Report
 - e. Airport Name Change
9. Correspondence
10. Public Comment (Limited to 5 Minutes)
11. Commissioner Comment
12. Adjourn

Note: Quorum of Menominee County Board of Commissioners maybe present

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 Airport Manager's office at 906-863-8408 at least 24 hours prior to the meeting in order to make suitable arrangements. (TDD 800-649-3777).

MINUTES
AIRPORT COMMITTEE

AUGUST 18, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners: Ray Williams and Charlie Meintz. **Others present:** County Administrator Bousley, Assistant Airport Manager LaFleur and Lineman Schultz

4. Approve/Amend agenda.

MOTION by Williams seconded by Meintz to approve the agenda as presented.
Motion carried.

5. Approve of Previous Minutes June 11, 2015 Executive/Finance and June 17, 2015 Regular Session Meeting.

MOTION by Williams seconded by Meintz to approve the June 11, 2015 Executive/Finance meeting and the June 17, 2015 regular session meeting minutes.
Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda items Only

Dale Axtell, Menominee Township- landing fees, how much and who has to pay.

7. Presentations - None

8. Business

a. New Organizational Structure – Chairman Schei stated the commission has now been replaced by the Airport Committee. The Committee is an advisory committee who reports to the Menominee County Board of Commissioners. The County Board has the final authority over the airport as they are the County Board is

the sole sponsor of the airport. The County Board has appointed 3 county commissioners to serve on the committee, Chairman Schei, Secretary Williams and Commissioner Meintz. The County Board has passed a set of bylaws and charter for the committee to follow. The committee only makes recommendations and does not have the authority to act on the recommendations unless the county board votes to approve the recommendations. Commissioner Meintz added that the airport is now a standard department of the county as all the liability of the airport falls on Menominee County. The committee is comparable to the Parks and Recreation Committee as it is an advisory committee making recommendations to the full County Board to make the final decisions. Menominee County will know bear all the financial obligations of the airport.

b. Future of the Airport – Chairman Schei stated there have been two proposals received regarding the development of the airport. One proposal was offered by the Pilot Association and the other was from Explorer Solutions. Nancy Douglas added that Explorer Solutions would like to have development of the flight school and maintenance company reaffirmed as the route to be taken for the proposed development of the airport. There is an out of state university talking with Explorer Solutions who would like to locate a flight school at the airport and form an agreement with a local college to handle the core curriculum. The university would like to start looking at the cost of hanger lease, landing fees, fuel sales and other cost measures to start up the flight school. The university has been in discussions with Enstrom Helicopter to purchase two helicopters. The university will provide a degree path for the students. Christian Perrault from Explorer Solutions would like the Menominee County Board to reaffirm the commitment to this development plan. Administrator Bousley stated he has set up Mr. Perrault to address the county board at the first meeting of the September. Motion made by Commissioner Meintz and supported by Commissioner Williams to recommend to the County Board to support the ongoing efforts of the Explorer Solutions to continue to work for the development of a flight school and maintenance facility at the airport. Motion passed.

c. Meeting Schedule – Chairman Schei stated the committee meetings will remain the third Tuesday of the month at 5pm except for the November meeting will be held on the 12th of November.

d. Financial Update – Administrator Bousley stated the Clerk, Treasurer and the Administration staffs will be working to transfer the financial data which Marinette County has maintained will be retrieved and input into the

Menominee County system over the next couple of weeks. Marinette County had been using different software than Menominee County so all the financial information has to be manually entered. Once the information is manually entered all the financials will be ran through the county's budget and payroll system like all other departments. Ray LaMarche, our auditor from Anderson & Tackman, will be done within the next two weeks to work with our office to make sure all information input has been entered correctly. Chairman Schei stated financials are positive and not in the negative making the current budget a strong positive.

e. Buildings and Grounds

aa. terminal building roof – Administrator Bousley stated the insurance company is currently dealing with a contractor for the replacement of the entire terminal roof as well as the replacement of two air conditioning units. Chairman Schei asked what the insurance deductible was, it was stated the deductible is fifteen thousand dollars. Commission Meintz and Williams both agreed fifteen thousand dollars paid out for a sixty to seventy thousand dollar project was a very good trade.

bb. M-Dot Aero 5 Year Capital Plan – Chairman Schei discussed the five year capital plan. Chairman Schei and Administrator Bousley will meet with Daniel Kehoe of Mead and Hunt to review the plan. The plan can be modified each year to rearrange projects within the plan. Once a meeting is held with Mead and Hunt a report will be made to the committee.

f. Personnel

aa. Airport Manager – Chairman Schei provide a brief description the history of the position and interviews that were conducted in March and April of this year. Jeff LaFleur is the current licensed Assistant Airport Manager. Jeff LaFleur stated by have a licensed Assistant Manager the airport is covered in the eyes of M-Dot Aero and the FAA.

Commissioner Meintz asked how it would work if an FBO was to assume the management duties at the airport. Chairman Schei responded that according to M-Dot Aero the airport can be ran anyway the county sees fit, as long as a licensed airport manager was point of contact. Chairman Schei stated LaFleur is the lone ranger at the present time and is doing a good job but moving forward the committee has to determine what route will be taken. Any recommendations from the committee would be directed to the Personnel Committee which in turn

would provide recommendations to the County Board. The Airport Manager position will be discussed at the next meeting.

bb. part- time lineman (emergency basis) – currently Mr. Schultz is on leave due to a medical procedure leaving Mr. LaFleur as the only airport employee. Commissioner Meintz asked if the Parks or Buildings and Grounds personnel could help out at the airport. Bousley replied that it is the end of the season and a majority of the seasonal park employees have been let go for the season, but will discuss options with the Buildings and Grounds department. Commissioner Williams asked if a portion of the duties Mr. Schultz performed could be farmed out to a manpower position. Mr. LaFleur said he will just do what needs to be done. Mr. LaFleur also brought up the issue of losing five weeks of vacation due to not having the personnel to cover his time off. Several different options were discussed to address the potential loss of vacation time. Commissioner Meintz asked Mr. LaFleur if he had tried to schedule any days off during the year. Commissioner Williams made a motion to refer the issue to the Personnel Committee to address the issues, Chairman Schei seconded the motion. Administrator Bousley will set up the Personnel Committee meeting to address the issue.

g. Twin County Pilots Association Letter – Chairman Schei reviewed the letter that was submitted to the County Board and the proposal has good merit and it is on file. Commissioner Meintz had a few questions for the Pilot Association, regarding the FBO proposal. Response from Pilot Association, was the proposal was just that a proposal to look at different avenues and situation at the airport. Nancy Douglas asked for a copy of the letter to forward to Explorer Solutions. Commissioner Meintz is in agreement with any type of business moving to the airport and stated the airport is a beneficial asset to the county that may need financial investments from time to time from the county to promote additional businesses and maintain businesses. Commissioner Williams feels that with the sole ownership of the airport will help promote the rich area of assets Menominee County has to offer.

h. Airport Manager Report – Mr. LaFleur reported over eight thousand gallons of fuel sales over the last month. Mr. LaFleur is also in need of taking a test to become licensed as a class A operator to oversee the fuel distribution, tabulation and testing. Currently Mr. LaFleur has the class B license. Mr. LaFleur and Mr. Schultz will take the test to become licensed. All three commissioners agree to move forward and have both obtain the appropriate

license. Mr. LaFleur also reported he checks fuel prices within a hundred mile radius and adjusts the rates accordingly to remain competitive.

9. Correspondence - None

10. Any Other Items Members May Wish to Present – Commissioner Meintz would like to see the availability of access to the airport expanded to be more open and friendly. Commissioner Schei stated security is an issue that is a concern by some hanger owners and not others. Commissioners agree to think about how to address the security issue after investigating the security issue more, proposals need to be brought to the committee before the issue can be resolved.

11. Public Comment (Limited to 5 Minutes)

Wayne Beyer – gate access had not been a problem in the past and would like to see it reinstated, also grass has been in certain areas of the blacktop around the airport and it needs to be addressed.

North Shetter – making the airport friendlier while maintaining a certain level of appropriate security is essential and the Pilot Association should be involved in the discussion as well.

12. Commissioner Comment

Commissioner Williams willing to work hard on the betterment of the airport to make it productive, profitable and friendly.

Commissioner Meintz thanked Commissioner Schei for all his hard work and is excited about Menominee County's opportunity with the airport.

Commissioner Schei thanked the commissioners, County Board and Pilot Association for all the support and is very optimistic about the future of the airport.

13 Adjourn

Motion made by Commissioner Williams and seconded by Commissioner Meintz to adjourn at 6:11pm.

Menominee County, Michigan Position Description

Attachment A

Title: Airport Manager
Department: Twin County Airport Commission
Reports to: Airport Commission Chairperson
Date Adopted: 03/9/2012

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 personnel.

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. 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 by 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 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 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.
- 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

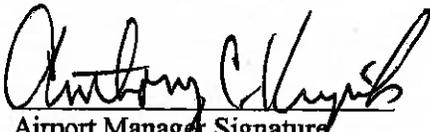
- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

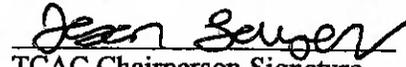
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

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.


Airport Manager Signature


TCAC Chairperson Signature

4-1-2012
Date

4-1-2012
Date

Menominee County, Michigan Position Description

Title: Maintenance/Lineman
Department: Twin County Airport Commission
Reports to: Airport Manager
Date Adopted: 5/15/2012

Purpose of Position

Ensures that safety in all areas of the airport operation is considered first and foremost. These areas include but are not limited to: operation of all vehicles, fueling and handling of aircraft, handling of emergencies, cleaning and maintenance of airport buildings.

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.

- Conduct regular and preventative interior and exterior maintenance on airport buildings.
- Operate and complete maintenance, at regular intervals, on all airport equipment including heavy equipment and miscellaneous small engines. This includes checking for normal operation of all equipment during periods of non-use.
- Conduct safe fueling operations on all aircraft purchasing fuel at the airport. This includes maintaining familiarity with all types of aircraft and their fueling needs and procedures for conducting their fueling operations. In addition, close attention must be paid to the regular inspection of the fuel farm, its pumping equipment, hoses and the underground storage tanks. Sumping of the storage tanks must be done at regular intervals as required by the airport's fuel supplier.
- Maintain all airport surface lighting as necessary. This includes runway, taxiway, rotating beacon and building lights.
- Perform snow removal and grass cutting as required. Consideration should be given to conserving costs by limiting, to the extent possible, the consumption of fuel used in performing these operations.
- Maintain fuel and aircraft engine oil inventories to insure sufficient supplies.
- Police the airport property on a regular basis to insure wildlife is clear of runways and not allowed to remain on the airport grounds. Special attention should be paid during periods of migration and during the runway check that is to be made each morning.
- Maintain a pleasant relationship with all customers using the airport and bear in mind that the airport exists to serve the community and the customer.

Knowledge, Skills, Abilities and Experience Required to Perform Essential Job Functions

- Ability to read, comprehend and communicate both verbally and in writing, at a level associated with completion of a high school degree or equivalent training.

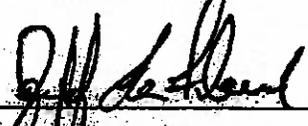
- Training and/or experience in mechanics, diesel and gas engine repair and basic plumbing and basic electricity.
- Prior practical airport work experience in the above areas is preferred.
- Be in good physical condition and capable of performing tasks that require physical stamina.
- Possess a current and valid driver's license.
- Ability to operate all airport equipment to include, but not limited to, fuel farm, grader, plow truck, sander, blower, front end loader, tractors and lawn mowers, pick up truck and miscellaneous power and hand tools.
- Be capable of working with minimum supervision and make independent decisions regarding work to be done on a daily basis.
- Ability to use tact and courtesy in dealing with users of the airport, fellow airport employees, FAA and State officials, Menominee and Marinette County employees and other outside agencies.
- Ability to calculate fuel costs, credit card charges and charges to standing credit accounts accurately.
- Knowledge of how to respond to emergencies at the airport involving aircraft accidents or incidents, fires or personal injuries.
- Be familiar with use of the UNICOM and broadcasting of weather and traffic advisories.

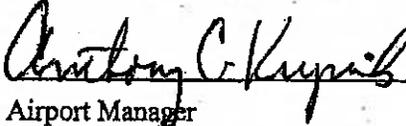
Environmental Adaptability

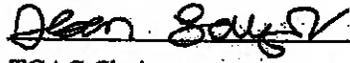
- Safety must be considered paramount in all aspects of airport operations. Hazards that may be encountered include operation of machinery and heavy equipment, grass cutting, snow removal, fueling of aircraft, working outside in inclement weather that will bring discomfort, summer temperatures and occasional high noise levels.

The above statements are intended to describe the general nature and level of work being performed by an airport maintenance/lineman at the Twin County Airport. They are a general summary of the job, responsibilities, duties and skills required.

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 Maintenance Lineman


 Airport Manager


 TCAC Chairperson

5-15-12
 Date

5-18-12
 Date

5-15-12
 Date

TWIN COUNTY AIRPORT WORK RULES/POLICIES

1. Telephone Calls – Use of airport telephones is not permitted for personal long distance calls except in emergencies
2. Change of Name, Address, or Telephone Number- All changes in name, address, marital status, dependents etc must be related to the airport manager so the appropriate changes can be made with the County Clerk.
3. Resignation- If an employee decides to resign from his position, two weeks notice must be given, in writing, to the airport manager. The Manager will determine if the employee will be leaving in good standing. GOOD STANDING: An employee who submits his resignation shall be considered “in good standing” if they complete the two week notice, is not terminated for cause, has returned all County owned property/equipment, is not under investigation at the time of resignation and will owe the County no money at the time of the last wage payment.
4. Employment of Relatives- The airport commission will permit the employment of qualified individuals who are related to an existing employee, provided a DIRECT supervisory-subordinate relationship would not exist. Relatives are defined as spouse, brothers, sisters parents, in-laws, and natural or adopted children.
5. Personnel Records- Personnel records are maintained for employees with the County Administrator. These records include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotion, disciplinary actions and other pertinent employment information. An employee may have access to his/her records at any time or have copies made as long as a representative of the County Administrator’s office is present.
6. Outside Employment- Employees engaged in outside employment shall:
 - A. Not use airport facilities as a source of referral for private customers or clients
 - B. Not be engaged in during the employee’s regularly scheduled working hours.
 - C. Not use the name of the county as a reference or credential in advertising or soliciting customers or clients.
 - D. Not use airport supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
 - E. Maintain a clear separation of outside or supplemental employment from activities performed for the airport.
 - F. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee duties.
7. Tardiness- Employees who are late may be docked for time lost, and may be Otherwise disciplined and/or dismissed at the direction of the airport manager and the airport commission.
8. Absenteeism- Employees are required to notify the airport manager prior to any Absence as soon as possible.

9. Dress and Grooming-Employees are expected to maintain a neat and well Groomed appearance in accordance with their position and working conditions.
10. Acceptance or Gifts-Employees shall not accept any gift from any individual Or agency that may be construed as influencing a decision of an airport employee.
11. Personal Mail-Personal mail should not be addressed to the airport. Employees shall not use airport postage or other airport property for personal Use.
12. Visitors-Friends, relatives and children of employees are not allowed in the work Areas of the airport without the approval of the airport manager.
13. Sexual Harassment-Twin County Airport does not condone any form of sexual Harassment in the workplace. Employees of the Twin County Airport will be Provided a copy of the Menominee County Sexual Harassment policy which defines the employees rights and responsibilities.
14. Personal Equipment and Valuables-Employees are discouraged from bringing Personal property/equipment to the workplace. The airport will not be responsible or liable for their loss or damage.
15. Airport Property-Employees shall conform to all rules for use and treatment Of airport facilities for personal gain or other matters.
16. Political Activities-Political activities on the part of airport employees shall in all Cases be in accordance with the applicable State law governing employees funded through Federal funds.
17. Parking-Employees will use designated parking areas only.
18. Inclement Weather-Upon notification by the airport manager or his designated Representative, employees will report for duty as soon as possible. If weather Conditions warrant, the airport manager will determine whether the airport will be closed until conditions improve. Employees who are unable to report for duty because of the weather conditions must use annual leave or compensatory time in order to be paid for that day.
19. Time Sheets-All airport employees are required to submit time sheets for the appropriate pay period showing the hours worked, vacation and sick leave taken, compensatory time used or accrued and reasons for any absence from their normal work schedule. Changes to an employees pay status regarding deductions, address, wage scale shall submit the necessary forms along with their time sheets. Necessary forms can be obtained through the County Clerk's office or from the airport manager.

20. Additional Policies- The airport manager may have additional policies to be Applicable to employees as deemed necessary with the prior approval of the Twin County Airport Commission. These policies must be on file at the County Administrator's office.

DISCIPLINARY ACTIONS

For each type of disciplinary action there is a separate disciplinary procedure. If the employee being disciplined is not satisfied with the action taken or the procedure used, the employee may submit a complaint in accordance with the complaint procedure.

Prior to any of the following disciplinary actions being taken by the airport commission, the airport manager is required to conduct a thorough investigation into the alleged offense. The investigation is to be placed on the Personnel Action Form along with any other pertinent documents attached. The investigation is to include giving the employee an opportunity to respond to any accusation. A report of the investigation will be submitted to the Twin County Airport Personnel Committee via the Personnel Action Form within one (1) business day of receiving the form:

Original with attachments – Personnel Record

Copy without attachments – Employee, Airport Manager, Payroll, Twin County Airport Commission.

However, nothing herein shall bar the airport manager from taking immediate and necessary action when necessary under the circumstances. This may include relieving an employee from duty pending completion of an investigation to avoid disruption of the airport's operations.

1. Oral Reprimand – The airport manager will discuss the offense with the employee. The employee will be told what potential action may occur if further misconduct continues and documentation of the oral conversation will be placed in the employee's file
2. Written Reprimand – The airport manager will discuss the offense with the employee. The employee will be told what potential action may be taken if another violation occurs. A reprimand memo stating the offense and potential action will be prepared by the airport manager. The employee will receive a copy and a copy will be placed in the personnel file with another copy sent to the Personnel Committee. Signatures of the airport manager and employee must appear on all copies. The employee will sign the memo indicating the memo has been received and read.
3. Suspension – The Twin County Airport Commission will meet with the employee. A record of the meeting stating the offense and length of suspension will be prepared by the Twin County Airport Commission. The Commission and airport manager will review the suspension memo with the employee. The

employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the Personnel Committee. Signatures of the Chairman of the Twin County Airport Commission, Airport Manager and employee will appear on all copies. The employee will sign the memo indicating it has been received and read. The suspension period will begin immediately after the employee has received and read the memo. Only the Chairman of the Twin County Airport Commission can suspend an employee.

4. Discharge – The Twin County Airport Commission, in whole, will review the offense with the employee. A record of the meeting stating the offense and the action to be taken will be prepared by the Twin County Airport Commission. The Commission and the Airport Manager will review the discharge memo with the employee. The employee will receive a copy and a copy will be placed in the employee's personnel file. Another copy will be sent to the County Clerk via a personnel action form. Signatures of the Chairman of the Twin County Airport Commission, Airport Manager and employee must appear on all copies. The employee will sign the memo indicating it has been received and read. The employee will then be terminated. Only the Chairman, of the Twin County Airport Commission can terminate an employee. A discharged employee may appeal the discharge in accordance with the complaint procedure.

An employee may review his personnel file once a calendar year to review any oral or written disciplinary actions taken against him. The employee may request the manager to petition the Twin County Airport Commission to remove oral or written disciplinary actions that have previously been taken. Upon concurrence of the manager and the Twin County Airport Commission the files will either be removed or retained in employee's personnel file.

Complaint Procedure – The Twin County Airport desires to insure the employee is treated fairly. An earnest effort shall be made to settle any disciplinary actions or problems in the following manner:

Step 1. Employees who believe they have a justifiable request or complaint should discuss the matter with the airport manager. This will lead to a fair and speedy solution of most of the complaints arising out of the day-to-day operation of the airport.

Step 2. An employee not satisfied with the verbal decision made by the airport manager should submit the complaint to the Personnel Committee. The Personnel Committee shall give an answer to the complaint in writing within five (5) working days following receipt of the complaint.

Step 3. An employee not satisfied with the previous decision should submit the complaint in writing to the full Twin County Airport Commission. The Chairman of the Commission shall deliver to the employee the Commission's decision regarding the complaint within five (5) working days. This decision will be final and binding.

COMPENSATORY TIME

1. Employees may take compensatory time in lieu of overtime.
2. Compensatory time will be paid at the employee's regular rate of pay.
3. Employees will not be allowed to accrue more than 20 hours of compensatory time in a calendar year. If compensatory time is not utilized by the end of a calendar year, it will be paid out to the employee as regular pay and total compensatory time brought to zero.

7-17-2012

Adopted


Jason Lauzer, Chairman

7-17-2012
Date