

AGENDA

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22nd Street
Menominee, MI 49858
906-863-8408

PERSONNEL COMMITTEE MEETING 4:30 p.m. 04/16/2013 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 the March 18, 2013 meeting
6. Public comment - speakers will be limited to 5 minutes on agenda items, only
7. Discuss / consider / review compilation of Airport Manager annual appraisal.
Action, if any.
8. Receive / review results of Maintenance / Lineman annual appraisal compiled
by Airport Manager. Action, if any.
9. Public comment - speakers will be limited to 5 minutes
10. Future agenda items
11. Schedule next meeting
12. Adjournment

NOTE; Quorums may be present

NOTE; Agenda items may not be considered and acted upon in the order listed

cc: Nick Lakari
Ted Sauve
Chris Plutchak
Jason Lauzer

Menominee County Administrator
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) 863-8480) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800 649-3777)

Twin County Airport Commission

Personnel Committee Meeting

March 18, 2013 4:00p.m.

Twin County Airport Conference Room

1. Meeting called to order at 4:00 by Nick Lakari.
2. Pledge of Allegiance
3. Roll call - Members present: Nick Lakari, Chris Plutchak, TedSauve.
4. Motion by Ted Sauve to amend the agenda to include acquiring a volunteer to record the meeting minutes at the end of the meeting, second by Chris Plutchak. Chris Plutchak designated to record the minutes.
5. Minutes from December 12,2012 meeting approved. Nick Lakari makes the motion, Plutchak seconds and Sauve supports.
6. Public comment – none.
7. Open hearing on appraisal of Airport Manager. Airport Manager comments:
 - Costs have been managed well the past year.
 - Grants were not fully researched because of lack of time.
 - Financial duties are taken care of by Marinette county not the Airport Manager
 - “Other duties” require more time and should not be listed.

-Most satisfied with how the commission operates, happy with personnel.

-Least satisfied with clerical duties that have been previously assigned to others. 25-30 hours is a more realistic estimate of the time needed to do the job each week.

-Tony is happy with the job, he enjoys it.

Discussion included: Sauve complementing Tony on his performance, increased time needed for snow removal this year, future workload will increase with Enstrum and Explorer Solutions additions, many decisions will need to be made with future changes including runway work. Lakari noted that they will try to improve on the time constraints and job description. Tony said that the requirement to maintain a Michigan Class A Underground Storage Tank Certificate should be added to job description, it is a monumental task. Lakari notes that Tony should continue to inform them of tasks that should be added to the job description.

Lakari and Sauve survey comments were very positive, including “Tony exceeds and meets expectations.” Plutchak chose not to fill out a survey because he is new to the committee.

Lakari will create a summary of this evaluation for the Airport Board.

8- Airport manager commented that he is not looking for a raise, he would like more time to do the job. Plutchak suggested that maybe 5 hours be added to the work week, all agreed. Lakari suggested the manager deserves a 2-3% raise.

9- Public comment- none.

10- Future agenda items: Airport manager will report on the Airport Lineman, Lakari will present a summary from this meetings evaluation of the Airport Manager.

11- Schedule next meeting

12- Meeting adjourned at 4:52.Plutchak moved to adjourn and Sauve supported it.