"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

Menominee County Courthouse
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LETTER OF UNDERSTANDING
BETWEEN THE MENOMINEE COUNTY BOARD OF COMMISSIONERS
AND
THE MENOMINEE REGIONAL AIRPORT COMMITTEE

WHEREAS, Menominee County (hereafter referred to as "County") has established the Menominee Regional Airport Committee (hereafter referred to as "Airport Committee") and appointed members to same, and

WHEREAS, Menominee County and the Airport Committee is desirous of maintaining and excellent working relationship it is agreed as follows:

WHEREAS, the Airport Committee shall:

- Promote and develop the Airport facility to its highest potential.
- Recommend short and long term goals for the Menominee Regional Airport facility, with an annual review to determine if past goals have been achieved.
- Recommend goals for the Airport and be responsible for the preparation of plans to achieve the goals set.
- Review performance evaluations for Airport staff.
- Periodically review and develop a job description recommendation for the Airport Manager position, to be forwarded to the County Board for their review and possible action.
- Assist the County Board in job description development as needed for all Airport staff including but not limited to Airport Lineman, Assistant Airport Manager and Airport Manager.
- Render to the County Board reports covering the activities and financial conditions of the Airport.
- Furnish the County Board with information or reports governing the operations of the Airport.
- Work with the County Administrator to create an annual standard operating budget, which includes capital outlay and improvement projects.

WHEREAS, the Menominee County Administration Office shall:

- Assist the Airport Committee in establishing goals for the Airport Manager and assist in the performance evaluations of the Airport Manager.
- Furnish the Airport Committee with information or reports to assist in the preparations of the annual budget.
- Transmit concerns, issues, etc., to the Menominee County Board of Commissioners.
- Be the official record keeper and act as the FOIA Coordinator for the Airport.

WHEREAS, the Menominee County Board of Commissioners shall:

- Adopt the job description of the Airport Manager with input and participation by the Airport Committee.
- Hire the Airport Manager with input and participation by the Airport Committee, set the salary and fringe benefit package for the Airport Manager.
- Meet jointly with the Airport Committee or its representatives for updates on an as needed basis.
- Enforce all rules and regulations as mandated by Michigan Department of Transportation Aeronautics Division and the Federal Aviation Administration pertaining to the operations of the Airport.

Steven Gromala *Charlie Meintz* *William Cech – Vice Chairperson* *Larry Phelps*

John Nelson *Jan Hafeman* *Gerald Piche - Chairman* *Bernie Lang* *Larry Schei*

- Provide enforcement of the Airport Minimum Standards, Airport Use Ordinance and all other current and future rules and regulations as pertaining to the operation of the Airport.

THEREFORE, the County Board and the Airport Committee wish to enter into this Letter of Understanding this 13th day of March, 2018.

Menominee County Board of Commissioners

Chairman ~ Gerald Piche

County Clerk -Marc Kleiman