

MINUTES
TWIN COUNTY AIRPORT COMMISSION

January 20, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 6:35 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners Ronald Holmes, Charlie Meintz, Joseph Ciochetto, Ted Sauve, and Don Pazynski

4. Approve/amend agenda.

MOTION Pazynski/Ciochetto to delete item #8 – Define Conflict of Interest – Discussion - from the agenda.

Motion carried.

MOTION Meintz/Pazynski to approve the amended agenda.

Motion carried.

5. Approve/amend minutes of December meeting

Correction of December 16, 2014 minutes, Item 13, Airport Manager Krysiak moved to Arizona not Florida as printed, per Commissioner Meintz.

MOTION Holmes/Meintz to approve December 16, 2014 regular meeting minutes as corrected.

Motion carried.

6. Public Comment

None

7. Discuss/Approve Dec. 2014 Financials - Action

MOTION Sauve/Ciochetto to approve December 2014 Financials to include checks #13177 through #13193 in the amount of \$42,739.96 as recommended by the Finance Committee at their January 15, 2015 meeting. Motion carried.

8. Item 8 deleted – Define Conflict of Interest – Discussion

9. Committee Reports - Discussion

A. Finance

Commissioner Pazynski reports the annual audit is in process. Auditors are contacting Marinette County Finance Department, Pat Kass and Krista Goldschmidt, directly.

Committee and Airport lineman Jeff LaFleur are monitoring the aviation fuel prices to assure the airport remains competitive.

Insurance agent states policy terminates on February 15 but he has a paper for our signature that states it will remain in effect until Commission meeting February 17th when policy can be approved. Therefore there will be no lapse in coverage and there is no increase in premiums. Insurance carrier is Twin City, agent Tony Hofer.

B. Personnel

Commissioner Holmes stated Menominee County Administrator Bousley has received one application for airport manager. Committee recommends placing a \$2600.00 ad in Green Bay Press Gazette, which gives you two publications, the Sunday and Wednesday paper. If no responses received in two weeks, place ad in Milwaukee Journal Sentinel at a cost of \$2100.00 for one publication.

Motion Sauve/Holmes to advertise in the Green Bay Press Gazette for the airport manager in the Sunday and Wednesday publications with the option to proceed with the Milwaukee publication if response not received with Green Bay ad.

As committee reports on agenda were for discussion only no action can be taken. Commissioner Sauve withdrew his motion.

C. Buildings & Grounds

Commissioner Sauve reports the security status should be discussed at Commission meeting in January or definitely in February. Meintz spoke with LaFleur regarding key cards and key pad codes. Each person who has a key card can also be assigned a pin number so if they did not have their card with them, they could punch in the pin number code on the key pad for access in or out of the airport. The system would record who is on the airport with either type if usage for emergency/security issues. The matter will be discussed at the next Buildings & Grounds meeting and input from the public is welcome. The issues will then be brought to the full Commission at their February meeting. A listing of the Advisory Security Committee members will be provided at the Buildings & Grounds meeting and will be updated at that time.

Sauve reports small walk in door on south side of building is in need of repair. Jeff LaFleur will also obtain price for a sealed walk in door and will get back to committee with the price quotation. Repairs will be done in house.

The Buildings and Grounds Committee commends lineman LaFleur and part time employee, Gary Schultz, for the excellent work they are doing in running the airport in a safe and efficient manner and for all the work handling issues/problems as they arise.

10. Public Comment

Bonnie Pazynski asks if we don't find a manager in X number of months, will airport be in violation of some Michigan law or what happens? Also Don forgot to mention that with the Milwaukee Journal Sentinel ad they would also give us 30 days of free web service of the ad.

Greg Paulson states in light of the information received tonight, you may want to go right to Milwaukee Sentinal and by-pass Green Bay with the airport manager ad.

11. Future Agenda Items

1. Newspaper advertising for airport manager
2. Security after Buildings and Grounds Committee meeting
3. Finance, Personnel, Building and Grounds Committee reports
4. Insurance
5. Nancy Douglas report on Economic Development activities, Explorer Solutions, and possible leasing of airport property

12. Schedule next meeting

Motion Meintz/Sauve to hold Twin County Airport Commission regular monthly meetings on the third Tuesday of the month in 2015 at 5:00 p.m. at the airport.

Motion carried.

Next meeting will be Tuesday, February 17, 2015 at 5:00 p.m. at the airport.

13. Adjourn

MOTION Ciochetto/Sauve to adjourn at 7:17 p.m.

Motion carried.

Respectfully submitted,
Sally R. Witak, minutes secretary