

MINUTES

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

Special Committee Meeting to draft Airport Manager's Job Description, 1/5/2012 – 10:00 a.m.

MEMBERS PRESENT: Dale Berman, James Furlong, Nick Lakari
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Menominee County Administrator Brian Bousley, Peshtigo Times, Public Citizens

1. Call to order

Menominee County Administrator Brian Bousley called the meeting to order at 10:00 a.m.

2. Pledge of Allegiance

3. Roll call

4. Approve/amend agenda

Motion (Lakari/Berman) to approve the agenda. Vote – unanimous. Motion carried.

5. Elect Chair

Motion (Berman/Furlong) to cast a unanimous ballot to elect Nick Lakari as Chair of the committee ad hoc. Vote – unanimous. Motion carried.

6. Elect Vice-Chair

Motion (Berman/Lakari) to cast a unanimous ballot to elect James Furlong as Vice-Chair ad hoc. Vote – unanimous. Motion carried.

7. Elect Secretary

Motion (Furlong/Lakari) to cast a unanimous ballot to elect Dale Berman as Secretary ad hoc. Vote – unanimous. Motion carried.

8. Public Comment

None

9. Discuss/consider creation of a job description for the part time airport manager's position, action if any

Chair Lakari asked for a general consensus from the committee on how to proceed with the creation of a job description.

Commissioner Furlong explained the history of the current airport manager's job description.

Commissioner Berman suggested that an at-will employment arrangement would be appropriate to follow.

Chair Lakari shared a job description template to possibly use as a guide in completing a final product for recommendation to the commission.

It was the consensus of the committee to follow the codes put forth by the Michigan Department of Transportation Aeronautics in drafting the airport manager's job description.

It was the consensus of the committee to have Lineman Jeff LaFleur gather job descriptions for airport managers in surrounding cities and counties, such as Antigo, Iron Mountain, Escanaba, Oconto, and Rhinelander. These job descriptions will serve as a starting point to create the part time manager's job description.

10. Discuss/consider recommending to the personnel committee approval of the job description for the part time airport manager's position, action if any

No action taken

11. Public Comment

None

12. Future agenda items

- Discuss items to include in job description
- Discuss discrepancies in by-laws in order to make recommendations to the by-laws committee

13. Schedule next meeting

The next meeting is scheduled for Thursday, February 2 at 10:00 a.m.

14. Adjourn

Motion (Berman/Furlong) to adjourn. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected: February 2, 2012