

# MINUTES

**TWIN COUNTY AIRPORT COMMISSION  
2801 NORTH 22<sup>ND</sup> STREET  
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**Personnel Committee Meeting, 11/30/2011  
Starting no earlier than 3:30 p.m., following Executive Committee meeting**

MEMBERS PRESENT: Jim Pearson, John Hartz, James Furlong  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Lineman Jeff LaFleur, Menominee County Administrator Brian Bousley, Marinette County Administrative Secretary Gina Teeple, Bay Cities Radio, Eagle Herald, Menominee County News, Peshtigo Times, Public Citizens

**1. Call to order**

Chair Pearson called the meeting to order at 3:37 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

Motion (Furlong/Hartz) to approve the agenda. Vote – unanimous. Motion carried.

**5. Approve/amend minutes of September 21, 2011**

Commissioner Hartz noted that a motion made by Commissioner Furlong at the September 21, 2011 Personnel Committee meeting was not recorded in the minutes; to wit: Motion (Furlong) to let Tim Spreen's contract run out and terminate him. Motion failed for lack of a second.

Motion (Hartz/Furlong) to approve the minutes as amended. Vote – unanimous. Motion carried.

**6. Public Comment**

None

**7. Discuss/consider recommendation from Executive Committee for personnel requirements for the airport, action if any**

Commissioner Lakari reported that it was the consensus of the Executive Committee to forward to the Personnel Committee the following staffing structure: a part-time airport manager, a part-time lineman, and a full-time lineman.

It was the consensus of the committee to move the Executive Committee's recommendation forward to the full commission for consideration and approval.

**8. Discuss/consider Jeff LaFleur's recommendation for the lineman position based on applications and interviews, action if any**

Commissioner Furlong informed the committee that he and Jeff LaFleur interviewed a total of 8 applicants. Each applicant was asked the same 13 questions. Based on those interviews, he and Mr. LaFleur prioritized the list of applicants.

It was the consensus of the committee to move forward extending a job offer to the top applicant, contingent upon successful completion of a background check, physical, and drug screen, to the full commission for consideration and approval.

**9. Discuss/consider recommendation from the Executive Committee for advertisement of the airport manager's position, action if any**

It was the consensus of the committee to move forward advertisement for a part-time airport manager to the full commission for consideration and approval.

**10. Discuss/consider temporarily increasing the lineman's compensation for performing the duties of the airport manager, action if any**

Chair Pearson noted that, in the absence of an airport manager, lineman Jeff LaFleur had been performing several additional job duties.

Commissioner Hartz stated that he was opposed to increasing the compensation, as the compensation was not historically increased in the airport manager's absence during vacations.

With a two person majority, the committee agreed to move forward temporarily increasing the lineman's compensation to that of the previous airport manager, effective from the date the previous manager resigned to the date a new manager starts, to the full commission for consideration and approval.

**11. Communications/correspondence**

None

**12. Public comment**

Matt Gagnon of Wallace addressed the commission regarding the work hours of the part-time airport manager.

**11. Future agenda items**

Creation of an airport operations manual.

**12. Adjourn**

Motion (Furlong/Hartz) to adjourn at 3:53 p.m. Vote – unanimous. Motion carried.

Date approved/corrected: February 27, 2012