

## MINUTES

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

**Personnel Committee, 11/7/2012 - 4:00 p.m.**

MEMBERS PRESENT: James Furlong, Nick Lakari, James Pearson  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Manager Tony Krysiak

**1. Call to order**

Chair Lakari called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Approve/amend minutes of October 10, 2012 and October 16, 2012**

Motion (Furlong/Pearson) to approve the minutes for October 10, 2012 and October 16, 2012 as presented. Vote – unanimous. Motion carried.

**6. Public comment – speakers will be limited to 5 minutes on agenda items only**

None

**7. Review compilation of documents approved thus far during 2012, information only**

The committee reviewed the compilation of airport documents.

It was the consensus of the committee to have Mr. Krysiak develop a one-page new employee checklist that is designed to serve as an orientation.

It was the consensus of the committee to have Commissioner Pearson obtain Menominee County Courthouse benefits in order to create a schedule of benefits for the airport.

**8. Discuss/consider length of probationary status for new staff, action if any**

Indicate probationary period in schedule of benefits.

Motion (Furlong/Pearson) to define the probationary period for new employees as one year, which will be specified in the schedule of benefits. Vote – unanimous. Motion carried.

**9. Discuss/consider sequence and timing for appraising new staff, and sequence and timing for appraising experienced staff, action if any**

Motion (Furlong/Pearson) to recommend the Commission approve an appraisal of probationary employees every three months. Vote – unanimous. Motion carried.

Motion (Furlong/Pearson) to recommend the Commission approve the appraisal of non-probationary staff according to the timeframe established in Article VI, paragraph D, item e of the Twin County Airport By-Laws. Vote – unanimous. Motion carried.

**10. Public comment**

None

**11. Future agenda items**

Benefits summary from Menominee County

**12. Schedule next meeting**

The next meeting is scheduled for Tuesday, November 27<sup>th</sup> at 3:30 p.m.

**13. Adjourn**

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

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: November 20, 2012