

**MINUTES**

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

**By-Laws Committee Meeting, 2/6/2012 – 4:00 p.m.**

MEMBERS PRESENT: James Furlong, Nick Lakari, Jim Pearson  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Jason Lauzer, Airport Lineman Jeff LaFleur, Menominee County Administrator  
Brian Bousley, Marinette County Administrative Secretary Gina Teeple, Bay  
Cities Radio

**1. Call to order**

Menominee County Administrator Brian Bousley called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

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

**5. Elect Chair**

Commissioner Pearson nominated James Furlong for Chair of the By-Laws Committee.

Commissioner Furlong nominated Nick Lakari for Chair of the By-Laws Committee.

Motion (Lakari/Furlong) to close nominations and cast a unanimous ballot to elect Jim Pearson as Chair of the By-Laws Committee. Vote – unanimous. Motion carried.

**6. Elect Vice-Chair**

Motion (Furlong/Pearson) to cast a unanimous ballot to elect Nick Lakari as Vice-Chair of the By-Laws Committee. Vote – unanimous. Motion carried.

**7. Elect Secretary**

Motion (Lakari/Pearson) to cast a unanimous ballot to elect James Furlong as Secretary of the By-Laws Committee. Vote – unanimous. Motion carried.

**8. Public Comment**

None

**9. Discuss/consider recommendation from the Job Description Committee to revise Article VI, sections A and B, action if any (Exhibit A)**

Chair Pearson read the recommendation from the Job Description Committee to revise Article VI, sections A and B.

It was the consensus of the committee to move the recommendation forward to the full Commission for approval.

**10. Discuss by-laws**

The committee discussed changes to the by-laws.

**11. Public Comment**

None

**12. Future agenda items**

Review drafted by-laws

**13. Schedule next meeting**

The next meeting is scheduled for Monday, February 13<sup>th</sup> at 3:00 p.m.

**14. Adjourn**

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

Respectfully submitted,  
Gina K. Teeple  
Marinette County Administrative Secretary

Date approved/corrected: February 13, 2012

Recommended amendments to By-Laws: ARTICLE VI – ADMINISTRATION

A. Responsibilities of the Commission

1. Personnel:

- a. The Commission shall employ an Airport Manager, who shall be hired by a majority vote of the full Commission.
- b. The Commission shall determine other necessary staffing levels of the airport.
- c. The Commission will post (advertise) open personnel positions, receive applications through the Menominee County Administrator's office, screen applications, interview promising candidates, and select a finalist for employment.
- d. All airport personnel will be appraised, annually. When necessary, plans for improvement will be initiated by the Commission Personnel Committee.

2. Job Descriptions:

- a. Respective Job Descriptions shall be written and published for:
  - (1.) Airport Manager
  - (2.) Airport LinemanSpecific Commission expectations will be summarized for each position.