

MINUTES

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

Personnel Committee, 4/25/2012 - 3:00 p.m.

MEMBERS PRESENT: James Furlong, Nick Lakari, James Pearson
MEMBERS EXCUSED: None
OTHERS PRESENT: Airport Manager Tony Krysiak, Airport Lineman Jeff LaFleur, Marinette County Administrative Secretary Gina Teeple

1. Call to order

Chair Lakari called the meeting to order at 3:00 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. Approve/amend minutes of March 30, 2012

Motion (Furlong/Pearson) to approve the minutes of March 30, 2012. Vote – unanimous. Motion carried.

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

None

7. Discuss/consider adoption of draft Airport Lineman Job Description submitted by Airport Manager, action, if any

Chair Lakari noted that the Airport Lineman job description should follow the same format as the Airport Manager job description. The Committee reviewed the job description and modified it to fit the appropriate format.

It was the consensus of the Committee to move the drafted Airport Lineman job description forward to the full Commission for approval (Exhibit A).

8. Discuss/consider adapting pertinent sections of the Menominee County Personnel Manual as related to the Twin County Airport, action, if any

It was the consensus of the Committee to have Airport Manager Tony Krysiak review the Menominee County Personnel Manual and draft a Personnel Policies and Procedures Manual for the Twin County Airport, which will include information on the hiring process, guidelines for compensatory time, and a progressive discipline policy.

9. Discuss/consider status of Twin County Airport Lineman staffing levels, action, if any

Mr. Krysiak reported that business has been slow, and there is no indication that it will increase in the near future. Having discussed the issue with Airport Lineman Jeff LaFleur, it is his recommendation to leave the part time lineman position vacant and decrease the airport hours to five days a week.

It was the consensus of the Committee that the need no longer exists for a part time lineman. The Committee will recommend the full Commission approve keeping John Pope as a contingency employee, and elimination of the Saturday morning hours.

10. Receive status report from Mr. Krysiak on airport staff personnel files including duplication of files, archiving of files, and transfer of files to Menominee County Courthouse. Information only.

Mr. Krysiak reported that the missing paperwork was restored to Jeff LaFleur's file, personnel files for previous airport employees and medical documents from all the employee files were transferred to the Menominee County Courthouse, and the appropriate duplications were made.

11. Public comment

None

12. Future agenda items

Discussion of Airport Lineman Jeff LaFleur's contract
Discuss an appraisal procedure
Review drafted Personnel Policies and Procedures

13. Schedule next meeting

The next meeting is scheduled for May 31, 2012 at 3:00 p.m.

14. Adjourn

Motion (Pearson/Furlong) to adjourn at 4:07 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected: May 31, 2012