

MINUTES

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

Personnel Committee, 5/31/2012 - 3:00 p.m.

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

1. Call to order

Chair Lakari called the meeting to order at 3:05 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 April 25, 2012

Motion (Pearson/Furlong) to approve the minutes of April 25, 2012. Vote – unanimous. Motion carried.

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

None

7. Discuss/consider letter from Jeff LaFleur regarding opening his contract, action, if any

The committee discussed the letter received from Lineman Jeff LaFleur regarding opening his contract to discuss wages only.

It was the consensus of the committee that Mr. LaFleur's contract does not allow for opening only one section.

Motion (Furlong/Pearson) that the committee decline Mr. LaFleur's request to open his contract to discuss wages only and invite Mr. LaFleur to contact the committee regarding opening his entire contract for discussion and consideration. Vote – unanimous. Motion carried.

8. Discuss/consider an appraisal procedure for airport employees, action, if any

Chair Lakari asked the committee to consider the purpose of an appraisal procedure, as well as what process the appraisals should follow.

It was the consensus of the committee to have committee members, along with Airport Manager Tony Krysiak, research appraisal documents and bring examples to the next committee meeting for review and discussion.

9. Review drafted Work Rules and Policies – information only

The committee reviewed the drafted work rules and suggested changes. It was the consensus of the committee to have Mr. Krysiak make the appropriate changes and bring a second draft to the next committee meeting.

10. Discuss Avis agreement – information only

Mr. Krysiak reported that it takes an average of 15 minutes to process each car rental agreement and 30 minutes to clean each car, for a total of 45 minutes per car. In April of 2012, 20 cars were rented from the airport, which means Mr. LaFleur spent 15 hours working on rental cars during that month. The cost to TCA to process each rental is \$11.55.

Currently, the airport receives a 13 ½% commission on rental cars. In April, the commission was \$454.21. After the \$231 in labor is deducted (\$11.55 x 20 vehicles), the net to TCA was \$223.21.

It was the consensus of the committee to have Mr. Krysiak discuss the possibility of increasing that commission with Avis.

11. Public comment

None

12. Future agenda items

Review second draft of work rules
Review appraisal forms
Update on Avis agreement

13. Schedule next meeting

The next meeting is scheduled for June 28, 2012 at 3:00 p.m.

14. Adjourn

Motion (Pearson/Furlong) to adjourn at 4:55 p.m. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected: June 27, 2012