

MINUTES

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

Personnel Committee, 7/31/2012 - 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

Commissioner Furlong absent.

4. Approve/amend agenda

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

5. Approve/amend minutes of June 27, 2012

Motion (Pearson/Lakari) to approve the minutes of June 27, 2012. Vote – unanimous. Motion carried.

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

None

7. Discuss/consider adopting an airport staff appraisal document/policy, action if any

Chair Lakari distributed and discussed an example of an appraisal document.

Commissioner Furlong arrived at 4:29 p.m.

Commissioner Furlong distributed and discussed an example of an appraisal document.

It was the consensus of the Committee to have Airport Manager Tony Krysiak create an appraisal document based on airport employee job descriptions that would include specific guidelines on how to fail or succeed for each point of evaluation.

Mr. Krysiak asked committee members to review the categories on the example evaluations to help determine which areas will be evaluated and adapt those areas to airport positions.

8. Discuss/consider compiling a complete package of recently adopted Airport Commission documents, action if any

The Committee discussed the need to have all airport documents easily accessible. Chair Lakari will ask Marinette County Administrative Secretary Gina Teeple to assemble the following documents: Twin County Airport Bylaws, Twin County Airport Work Rules/Policies, Twin County Airport Credit Card Policy, Twin County Airport Purchasing Policy, the Airport Manager job description, and the Maintenance-Lineman job description.

9. Discuss/consider conducting a DMG hourly pay study for the Twin County Airport Maintenance – Lineman, action if any

The Committee discussed the process for conducting a DMG study.

Mr. Krysiak reported that he already arranged for the DMG study to be conducted for the Maintenance-Lineman position. The results should be available within a few weeks.

It was the consensus of the Committee to have the results of the DMG study forwarded unopened to Chair Lakari. If Airport Lineman Jeff LaFleur chooses to become an employee instead of a contract worker, the results will be opened and reviewed.

10. Public comment

None

11. Future agenda items

Appraisal process

12. Schedule next meeting

The next meeting is scheduled for Wednesday, August 29th at 4:00 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: August 29, 2012