

## MINUTES

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

**Regular Session Meeting, 7/16/2013 – 5:00 p.m.  
Approved 8/20/13**

MEMBERS PRESENT: Jason Lauzer, Mary Johns, Nick Lakari, Ted Sauve, Chris Plutchak, Charlie Meintz  
MEMBERS EXCUSED: None  
OTHERS PRESENT: Airport Manager Tony Krysiak, Jeff LaFleur

### **1. Call to order**

Chair Lauzer called the meeting to order at 5:00 p.m.

**2. Pledge of Allegiance** – the pledge of allegiance was recited.

**3. Roll call** – All present

### **4. Approve/amend agenda**

Motion (Sauve/Meintz) to approve the agenda as written. Vote – unanimous. Motion carried.

### **5. Approve/amend minutes of June 18, 2013 regular session**

Meintz stated that he did inform the board that he would be in California for the June 18<sup>th</sup> meeting. The minutes state that he was un-excused. Chair Lauzer stated that they would correct that and name Meintz as “excused” for the June 18<sup>th</sup> meeting minutes. Motion (Meintz/Johns) to approve the minutes of June 18, 2013 regular meeting as amended. Vote – unanimous. Motion carried.

**6. Public comment** - None

### **7. Discuss/Consider Car Rental services, action if any**

Lauzer: At the last meeting we spoke about approaching other potential car rental services. Krysiak: The closest one that can compare to the relationship we have with Avis, is someone in Escanaba. He has a National franchise and would have to add a whole new franchise. He asked about the commission we would get, when I told him 13.5%, he said that was pretty good. I have not heard anything more from Hertz. I can contact them again. Another month may make a difference, they are supposed to come up with another plan for us. I suggest we wait to see what they come up with. Lauzer: I don't see how they're going to recover that. Staffing levels, if we do get 10% true profit, is it still enough to justify the current staffing we have. Krysiak: I tend to agree with you. It may not be enough to cover what we expend financially to perform the service. It makes more sense to us to let Avis do their own work. Plutchak: Technically Jeff's time is put toward that right? Krysiak: Yes. Meintz: I think this is something that people in the area would miss if the service is gone. All Commissioners agree to give this another month to allow Hertz to come up with an agreement.

### **8. Discuss/consider amending the Airport Manager and Maintenance/Lineman job descriptions by adding reference to Underground Storage tank certification, action if any**

Lakari: This was on the personnel committee agenda. Based on feedback of the most recent appraisals that were done. Pursuant to the bylaws, the personnel committee is responsible for annually reviewing job descriptions. It came to our attention that reference needs to be added for certifying staff for the underground storage tank maintenance. **Airport Manager Job description: add: “able to test and pass the class A underground storage tank certification exam”**

**Maintenance/linemen – add: “able to test and pass the class b underground storage tank certification exam.**

**And I so move, Lakari/Sauve supports the motion.** Meintz: When you have the class A, that will still give you the class B and everything under it. Krysiak: No, Class A is the managerial aspect of the underground storage tank operations. B is the day to day operator. Plutchak: Shouldn't the manager have both certifications? Who will oversee the class b retirements if something happens to Jeff? Krysiak: The reports are done on a monthly basis, not daily. A class B operator can monitor 45 different operations. So if need be, we can hire someone for this. Checks and balances won't allow the manager to certify for both A & B certifications. If someone is hired, they will need to have the certification. **Vote – unanimous. Motion carried**

#### **9. Discuss /consider recommendation from the Personnel Committee to hire a part-time, twenty-hour per week Maintenance/Lineman, action if any**

Lakari: Once again this was discussed by the personnel committee. The topic came from a few different sources, the appraisal process, and the service expectations at the airport. With the expansion of Enstrom it is expected there will be an increase in activity at the airport. We thought it would be legitimate to bring a proposal; to bring a 20 hr/wk person in. I'm not prepared to come up with a wage at this time, is there a wage in the budget at this time? Lauzer: yes, that'll be discussed next. Lakari: Com. Plutchak informed me that Menominee County has enforced a hiring freeze. I feel the airport commission is responsible for the airport employees. Lauzer: I can't see any justification to hire another employee right now. In the spring, possibly. If one of our employees is out, there is no back-up. The employee shouldn't have the responsibilities after he's gone for the day. On call time: we have some customers that fly in after 7 pm. If it's scheduled, we'll accommodate, but if not, we don't provide the service. Emergencies do happen. Meintz: What is the skill that you're looking for in a part time person? Lauzer: It should be the same as the skill set as Jeff currently has. Lakari: Skill level: We would eventually train the person following the maint/lineman job description. I would not expect a different set of expectations in the long run. Sauve: I agree with Jason to a point. If we don't do anything soon, we won't have coverage if someone gets ill, we don't have trained personnel to step in. I say get them on, train them for a few months and with slow traffic in the winters, lay them off with the possibility of a call back. Meintz: Hiring freeze – any employee hired at the airport follows the county umbrella of ins. and retirement. What about a temp agency. Perhaps they have someone skilled for this job. If this is done, we're not responsible for their ins. or retirement. Plutchak: A lot of employers start with temporary employees. They prove themselves and get hired on part/full time. Johns: I've had good experiences with temp. employees. Jeff, by all accounts is an exemplary employee, (to Jeff) you don't have a personal life, and I think you deserve that after all these years. Lakari: I think the airport portion of the retirement is fully funded. As far as the ins. is concerned, that won't be included in the benefit package. Lauzer: The airport reimburses the county for the ins. Who's employee is it? We have control over the airport employees. Lakari: we would not necessarily be tied into the MERS system. Meintz: Yes you would if the new employee ever became full time. Lauzer: Do you believe the County Board would have an issue if we hire a part time person providing we don't offer health insurance or retirement? Plutchak: Even if they're a part time employee, if they go to full time at any given point, they will fall under the current contract with the “defined benefits” and the county will be responsible for that person's retirement for the next 40 or 50 years. That's why we (County Board) put the hiring freeze into play until an agreement can be reached with a new MERS retirement plan of “defined contribution”. Lauzer: So can you create this new division now? Meintz: that's something we'd have to talk to Dan Hass about. I don't think the board will necessarily have a problem with it if we can be for sure legally it won't fall through the cracks. Lauzer: We need to come to a consensus, is there a need for a new employee, right now. If so, then we should start looking in to these other areas. I'm still not sold on the need for a new employee right now. Krysiak: the need is practical and financial. Johns: it sounds like you're proposing a combination of solutions. A temp. person to get Jeff through the winter, and maybe in the spring, assess the need for a permanent person. Sauve: I think the need is now. If we advertise for hiring, we're not going to get that person on board till sometime in Sept. I think we should advertise now and give that person a few months training with a possible layoff. Lauzer: is there any opportunity for us to use any county employees? Johns: I'd like to know what Jeff thinks about having a person help with the snowplowing through the winter and hiring a part time employee in the spring. Jeff: to get a guy to push snow

around, he's gonna make a mess. It takes years to learn how to correctly plow the flightline. One light is run over and broken, that's \$200 to fix. Lauzer: I don't see the need right now. Krysiak: We can get through the winter. It gets back to, how do we get Jeff off of the job? Jeff needs a break. **Sauve: I'd like to move that we recommend to hire a part time maintenance/lineman for 20hrs/wk. salary/wages to be determined based on qualifications and authorize Tony to submit an ad to the local news media for that purpose. Within 30 days. NO one supports, motion fails.** Lakari: If we look to potentially delay this till next spring, how will the Menominee County MERS and ins. effect this at that time? Will there be a resolution between now and Feb. that describes what happens with the union? Plutchak/Meintz: I would certainly hope so. We were hoping this would have already been resolved. Lakari: If it isn't resolved, the airport commission will be at the beck and call of the unions to get this done. That doesn't sit well with me. Lauzer: I think we still have some room to look at the legalities with the County Administrator. As an alternative, since we're not offering retirement or health ins., would Marinette Co. allow this person to be on their payroll system? Mientz: I wouldn't mind putting a motion forward, for the lineman at the airport there should be properly posted times for after hours and any call in's after that time, the money goes directly to Jeff. Lauzer: we did talk about this at an exec. meeting yesterday. Let Tony decide the amount paid for after hour calls. Plutchak: we need to put this on as a future agenda item. Lauzer: Have Tony bring a new fee schedule forward.

#### **10. Discuss 2013/2014 draft budget. Discussion only**

Lauzer: Yesterday the exec. Committee made a few changes. What you see is after those changes were made. Thank you Marinette Co. for turning this around so quickly for us. We have reduced our County Appropriations by 12%, each county by \$7500. Justified by guaranteed rent due to expansions and assumptions for increased fuel sales. Now we should let the counties know. We're not asking for Capital outlay requests for this year. Fuel farm payment was replaced with this. Self-funding phase three of explorer solutions. Pg. 2 "professional service-study fees" estimating \$36,100. Propose the airport to fund phase three. Part time employee, budgeted \$10,000, should cover that person starting in April. Also, potential display helicopter, B n G, monument. We placed in \$5,000. Ted is working on cost right now. Open house and air show, is not in here. We spoke about the justification or the need for an open house, and what value is it to us compared to the amount of money we spend to have it. The only unknown we have right now is the cost of goods. It's at \$182,000, I think that's high. We project the fuel sales at \$227,000. Goods are usually abt. half, we're checking into this. Meintz: in the new budget you have \$60,000 increase in fuel sales. Do you think the expansion will bring in that much? Krysiak: yes. I took Enstrom sales and increased by 1/3. Lauzer: would like input, maybe now Tony and I should go on the road and meet with the county finance committees to let them know where we stand right now. We'll contact Brian to find out when the next Finance committee meeting is.

#### **11. Discuss/Consider Taxi Lane Project. Action if any**

Lauzer: At the last full commission meeting some of our users were concerned with the slope and another would like to add a concrete pad in front of his hanger entrance. The firm asks to have him put it in prior to the asphaltting. I'd like to get a motion to allow him to put in the concrete pad in front of his hanger. Another, hanger 7, when it was built, it's about 4 inches higher so the slope into the hanger is at 9%. URS is recommending the tenant remove his concrete slab and make the grade a 2.3 slope. All is being done with no more expense to the airport. This may cause a drainage issue in one small area. They will put a catch basin in to be safe. Lauzer: I recommend we make a motion to approve the revised plan and also to approve George Sporie to add a concrete pad to his hanger.

**Meintz: I make a motion to approve the revised URS plans. Support by Johns. Vote unanimous. Motion carried.**  
**Lakari: I make a motion to approve George Sporie's request to install a new concrete apron in front of his hanger. Support by Plutchak. Vote unanimous. Motion carried.**

**12. Executive/Finance Committee Report. Action if any.** Sauve: Employee uniforms, is that rental or purchased? Krysiak: Rentals. Sauve: River front in, what was that for? Krysiak: That's for the sign that they have in the terminal, that they pay for yearly. **Lakari: I make a recommend payment of checks #12767-#12792 for a total amount of \$48,202.79. Support by Johns. Vote unanimous. Motion carried.**

#### **13. Communications/correspondence**

Sauve: Discussion of the gift from Mr. DuPont, the display helicopter for the airport. I have found some information. Mr. Seborg came up with a plan. He did the plan based on very little info. He will get in touch with Mr. DuPont to see the helicopter so he can come up with some figures. I hope the commission approves having the display in the front area facing Enstrom. I ask to have this put on the agenda at the next meeting for discussion. All concur.

#### **14. Dialog between Airport Manager and the TCAC**

Krysiak: When you talk about the budget, by not receiving all appropriations it will not allow us to put anything toward our capital projects. Projects need to be discussed with the counties so they are aware of what funds are needed. Tony hands out the ten year plan for review, and suggests the counties are presented with this also. They need to be aware that these projects are ongoing. We'll do our best to make sure the projects are funded, but we may need funding in the future.

Runway overlay 2015, suggest we put this off another year and substitute with rehab of the jet fuel cabinet. That would take care of allowing self-service at the pump with credit cards, therefore after hours calls diminish. If they want the service they pay an extra 3cents per gal. for the service. Meintz: I would agree to have the jet fuel cabinet upgrade. Krysiak: They want our ten year plan by Aug. 9<sup>th</sup>. Sauve: would like to congratulate Tony for completing the inventory list for the whole airport. Thank you Tony and Jeff.

#### **15. Dialog between airport users and the TCAC** - None

#### **16. Public comment – speakers will be limited to 5 minutes** - None

#### **17. Future agenda items**

Avis car rental  
Fee schedule  
Ten year plan  
Budget  
Helicopter status

#### **18. Schedule next meeting**

The next meeting is scheduled for August 20<sup>th</sup> at 5:00 p.m.

#### **19. Adjourn** (Plutchak/Johns) move to adjourn the meeting at 6:55 pm. Vote – unanimous. Motion carried.

Respectfully submitted,  
Sherry DuPont,  
Menominee County Administrative Assistant

Date approved/corrected: