

MINUTES
EXECUTIVE/FINANCE COMMITTEE MEETING

TWIN COUNTY AIRPORT COMMISSION

March 12, 2015 – 4:00 P.M.
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

Recited

3. Roll Call

Members present: Chairman Schei, Ted Sauve, Don Pazynski

Members absent: None

4. Approve/Amend Agenda

MOTION Pazynski/Sauve to approve agenda as presented.

Motion carried.

5. Approve Minutes of February 12, 2015

MOTION Pazynski/Sauve to approve minutes of February 12, 2015 meeting as presented.

Motion carried.

6. Public Comment – Limited to 5 Minutes on Agenda Items Only

Commissioner Joe Ciochetto, speaking as airport user, commented it was a great idea to revise the security by providing use of key pad for all gate access plus remote.

7. Discuss/Consider February 2015 Financials, action if any

Members reviewed the February Financial Reports.

MOTION Pazynski/Sauve to approve check numbers 13216 through 13238 in the amount of \$40,224.04 as presented for February 2015 and refer to full commission.

Motion carried.

It was noted that total February bills included almost \$26,000.00 for insurance. Payment for pollution insurance policy still owed and will be paid in June. The \$655.00 paid to Mead & Hunt will be reimbursed as airport should not have been billed. This was for the crack sealing that was done which should have been billed to the State of Michigan. Pazynski will work with Krista, accountant, to obtain the reimbursement.

RS Air owes \$100 for two \$50.00 landing fees since September 2014. They are billed on a monthly basis by Marinette County Finance Department. No action taken at this time.

MOTION Sauve/Pazynski to forward invoice for \$75.00 annual membership dues, which included the advertisement for the airport manager position, from WI Airport Management Association to Krista for payment.

Motion carried.

8. Discuss/Consider Unicom Gate Security Code, action if any.

Recommendation was made at the February 12, 2015 Executive/Finance Committee meeting to move the Unicom Gate Security Code change to the full Commission.

Jurisdiction to implement the changes is the responsibility of the Buildings and Grounds Committee.

9. Discuss/Consider Security Camera at gate, action if any.

Jeff LaFleur is working with area electric companies to obtain approximate cost of upgrading the present security system to support the addition of a security camera at the gate. Information will be provided for the next building and grounds committee meeting.

10. Mead and Hunt Engineering pursuing declaration of lands in excess of aviation, discussion only.

Mead and Hunt Engineering has been contacted and they are preparing a proposal regarding the Commission declaring four parcels of land as "lands in excess of aviation." Issue will be listed on Commission regular meeting agenda for March 17, 2015 in hopes of receiving information from Mead and Hunt by that time.

It was suggested Commission check with Menominee Township, City, and County Planning Commissions to make sure property is Zoned properly for the proposed use. County is reviewing the existing Ordinance that addresses airport use.

11. Insurance Policy follow up, discussion only

Chairman Schei contacted Tony Hofer of Twin City Insurance Agency regarding documentation of the various insurance policies covering the airport. Mr. Hofer is preparing a booklet which will include policies from all five (5) insurance companies involved. Documentation will be provided to Airport Commission when all the information has been received.

12. Status of Audit, discussion only

Audit has been completed. County Administrator Bousley and Schei requested auditors appear before a full Commission meeting, possibly in April. A three (3) page letter was received from auditors requiring signature of Commission. Chairman Schei will sign letter and return to auditors, placing a copy of same on file at airport and County Administrators office.

13. Future Agenda Items

Bills – Financial Reports
Building & Grounds Committee recommendations
Budgeting Process

14. Schedule Next Meeting

Next meeting will be Tuesday, April 14, 2015 at 4 p.m.

15. Public Comment – Limited to 5 Minutes

Gary Scholtz stated Twin County Airport has the “Minimum Standards” regulations, so the 1974 Ordinance and any updates to it are not needed. It is recommended that the Commission act to rescind any previous Ordinances. Any action needs to be brought before the Plan Commission.

Gary Scholtz submitted a request that the Commission allot some funds for tool procurement and storage space for same.

16. Commissioner Comments

Chairperson Schei believes tools for the employees are mandatory and the request will be addressed at the next Buildings and Grounds Committee meeting for recommendation to the Finance/ Executive Board Committee and possibly to full Commission. Schei and Commissioner Sauve will work with employees LaFleur and Scholtz to develop a list of needed items and the projected cost.

17. Adjourn

MOTION Sauve/Pazinski to adjourn at 4:38 p.m.

Motion carried.

Respectfully submitted,

Sally R. Witak, Minutes Secretary