

MINUTES
TWIN COUNTY AIRPORT COMMISSION

October 21, 2014
AIRPORT CONFERENCE ROOM
5:00 P.M.

1. Call to order

Chairperson Garry Anderson called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Commissioners forego Pledge of Allegiance as recited at previous 4:00 p.m. meeting

3. Roll call

Members present: Chair Garry Anderson, Commissioners Ronald Holmes, Charlie Meintz, Don Pazynski, Chris Plutchak, Ted Sauve

Members absent: None

4. Approve/amend agenda

MOTION Meintz/Sauve to approve the agenda as presented. Motion carried.

5. Approve/amend minutes

MOTION Pazynski/Meintz to approve September 3, 2014 minutes. Motion carried.

MOTION Meintz/Plutchak to approve Septembere 16, 2014 minutes. After discussion by Commissioners, Meintz rescinded his motion and made MOTION to table approval of September 16, 2014 minutes to the next regularly scheduled meeting. Supported by Plutchak. Motion carried.

6. Public Comment-speakers will be limited to 5 minutes on agenda items only.

Wayne Bayer, Twin County Pilots Association, commented on agenda Item 11, airport security. An informal meeting was held with all interested parties, both private and business, and it was generally agreed that the current security policy is excessive.

Mari Negro commented that Michigan open meetings law states the minutes need to be approved or disapproved at the next meeting held by the governmental body.

7. Discuss/consider hiring a person to take Airport Commission minutes, action if any.

MOTION Sauve/Pazynski to hire Sally Witak as the official minute secretary for the Twin County Airport Commission.

After discussion by Commissioners, Sauve rescinded his motion.

MOTION Meintz/Holmes to authorize the interim temporary hiring of Sally Witak to take minutes until proper advertising of the position and the hiring process can be completed. Motion carried.

8. Airport manager's job description and duties, discussion only.

Discussion regarding whether it was the airport managers duty to handle the distribution of minutes and agendas to all designated parties. No decision made.

9. Discuss airport manager's request for compensatory hours for holiday. Action, if any.

MOTION Sauve/Pazynski to accept Airport Manager Tony Krysiak's request for 5 hours compensatory time if a holiday falls during the Monday through Friday normal work week. Holidays are defined as those observed by the Menominee County employees. Commissioners Meintz, Plutchak, and Anderson voted no. Motion failed.

10. Discuss/consider letter from Department of Transportation re: shortening runway 14/32, action if any.

MOTION Pazynski/Meintz to have Commissioner Pazynski and Manager Krysiak draft letter from Airport Commission strongly opposing the shortening of runway 14/32 and Commission's desire to meet with the Department of Transportation to discuss the matter. Said letter to be brought back to the full Commission for approval at a future meeting. Motion carried.

11. Discuss airport security

Anderson advised commission he has asked the Navy, Enstrom Helicopters, Lockheed Martin, and others to send the Commission letters regarding the level of security needed by each entity at the airport. The commission referred the matter to the Buildings and Grounds Committee to come up with a policy recommendation regarding security.

12. Municipal Employee's Retirement System (MERS), discussion only.

Current retirement for airport employees is paid up. Menominee County will be going to a defined retirement contribution system for newly hired full time employees. The Commission requests copies of what Menominee County is doing be provided for the next meeting.

13. Review and discuss Twin County Airport Agreement.

Discussion held regarding the Twin County Airport Agreement between Menominee and Marinette Counties. Both counties will be reviewing the agreement and may request changes and/or additions to same.

14. Discuss fees for airport users

A. UP Helicopter Tours

B. Aircraft Mechanics

C. Aircraft Flight Instructors

Discussion regarding fees for airport users decided not to charge UP Helicopter Tours, aircraft mechanics, or aircraft flight instructors fees at this time. Use will be monitored and fees may be initiated at a later date.

15. Discuss maintenance building water supply line.

Concern was reported regarding the water supply line that connects to the maintenance building running beneath the blacktop in the parking lot. A temporary fix was done to the line several years ago so there is a good possibility the line will fail again. There is a new water line to the main hangar and it was suggested that the maintenance building water supply line could possibly be connected to the new line. The matter was referred to the Buildings and Grounds Committee.

16. Rent-a-Cars, discussion only.

Airport Manager Krysiak reported he has not received any responses from any of the vendors he contacted regarding operating a rent-a-car business at the airport.

17. Discuss/Consider September 2014 Financials

A. Discuss/Consider Profit & Loss for September 2014, action, if any.

B. Discuss/Consider Reconciliation Summaries for September 2014, action if any.

C. Discuss/Consider Vendor Balance for September 2014, action if any.

D. Discuss/Consider Customer Balance for September 2014, action if any.

E. Discuss/Consider Check Detail

MOTION Plutchak/Holmes to approve items A through E to include checks # 13101 through #13120 in the amount of \$49,981.22 for September 2014. Motion carried.

F. Discuss/Consider Fuel Sales report for September 2014, action if any.

MOTION Meintz/Pazynski to approve Fuel Sales Report for September 2014. Motion carried.

18. Communications/Correspondence.

No items to report.

19. Dialog between Manager and the TCAC.

Crack sealing and joint repair has been completed. The commission needs to pass the 2015 year budget.

20. Dialog between airport users and the TCAC.

Greg Paulson asked if the FAA study was done before Waupaca, Marinette Marine, and Enstrom expanded. The Mead & Hunt study done before Enstrom expanded.

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Wayne Bayer commented fees should not be charged to the individuals airport users hire to wash/repair aircraft, do maintenance on hangars, or provide occasional flight school sessions.

21. Public Comment-speakers will be limited to 5 minutes.

No public comment was heard.

22. Schedule next meeting

The Commission's next regular meeting will be November 18, 2014 at 5:00 p.m.

23. Adjourn

MOTION Plutchak/Meintz to adjourn at 7:00 p.m. Motion carried.