

MINUTES
TWIN COUNTY AIRPORT COMMISSION

November 18, 2014
AIRPORT CONFERENCE ROOM
5:00 P.M.

1. Call to order

Vice-Chairperson Don Pazynski called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Vice-Chairperson Pazynski, Commissioners Ronald Holmes, Charlie Meintz, Chris Plutchak, Ted Sauve

Members absent: None – Vacancy exists due to resignation of Menominee Commissioner Garry Anderson

4. Approve/amend agenda

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

5. Approve/amend minutes

MOTION Pazynski/Meintz to approve October 21, 2014 regular meeting minutes. Motion carried.

MOTION Plutchak/Sauve to approve October 21, 2014 reorganizational meeting minutes. Motion carried

Commissioner Meintz reminded group that the September 16, 2014 minutes were never approved. Approval had been tabled at October 21, 2014 meeting until the next regularly scheduled meeting but item was not on the agenda. Vice-Chairperson Pazynski made note of omission and will place on next regular meeting agenda.

6. Public Comment-speakers limited to 5 minutes on any topic.

Mari Negro questioned public comment not being listed near end of meeting, as had been done in the past? Vice-Chairperson Pazynski stated he would like to try handling the public comment all at one time during the meeting and allowing people to speak on any topic they would like to address.

No further public comments were made.

7. Discuss/Approve October, 2014 Financials. Action.

MOTION Sauve/Holmes to approve October, 2014 Financials to include checks #13121 through #13152 in the amount of \$55,034.34 for October 2014. Motion carried.

8. Discuss/Recommend Ex/Fin Committee proposal for By-Laws revision. Action, if any.

The Executive/Finance Committee recommended the following revision to the By-Laws Committee: In the absence of the Chairman and Vice Chairman, the Secretary/Treasurer shall conduct official business until either the Chair or Vice Chair are available to resume their respective duties. The matter will be forwarded to the By-Laws Committee.

9. Discuss/Approve 2014-2015 Budget. Action.

MOTION Plutchak/Sauve to approve the 2014-2015 proposed budget of the Twin County Airport Commission as presented. Motion carried.

10. Discuss/Approve administrative procedure without airport manager on staff. Action.

a. Check signing, distribution of agendas and minutes – Ex/Fin Comm. Pazynski

Executive/Finance Commission recommends Ted Sauve sign checks as representative for Marinette County. Airport lineman, Jeff LaFleur, will handle distribution of bills to Marinette County Finance, then to Commissioner Sauve and Menominee County for signatures on checks, returning checks to Marinette County finance for mailing. Vice-Chair Pazynski will distribute agendas and minutes secretary Sally Witak will distribute meeting minutes.

b. Lineman reporting-Bldg&Grnds, Sauve

Lineman LeFleur will report to Building & Grounds Committee Chair Sauve. If not available shall report to Pazynski.

c. Additional work hours for part time lineman-Bldg&Grnds, Sauve

Part time lineman, Gary Scholtz, report to Building & Grounds Committee Chair Sauve. Recommend he work extra hours on an as needed basis. Hours will be monitored and see how it goes, can limit hours in future if necessary.

d. Correspondence for Commission review-Ex/Fin Committee, Pazynski

Correspondence will be handled on a weekly basis by lineman LaFleur who will bring to the weekly committee meetings and/or Commission officers as necessary.

MOTION Meintz/Holmes to approve administrative procedure without airport manager as presented. Motion carried

11. Add member/s to Personnel Committee. Action.

Motion Meintz/Sauve to appoint Commissioner Holmes to the Personnel Committee on an interim basis, as Committee Chair.

Motion carried, Meintz voting no.

12. Discuss/Approve Airport Manager hiring process. Action, if any.

a. Review/amend job description and salary if needed – whole commission

Commission members reviewed the Part Time Manager -Twin County Airport ad placed the last time the position was filled. Information was provided by the office of the Menominee County Administrator, Brian Bousley. Some changes were agreed upon to update the proposed advertisement.

MOTION Meintz/Holmes to accept the proposed draft for advertising for Airport Manager.

Motion carried.

Vice-Chair Pazynski suggested raising the salary to \$23/hr to start, increase to \$24/hr after 6 months, and again increase to \$25/hr after 18 months. No information on salary will be put into the ad as it is negotiable based on qualifications and experience. Commissioners will consider salary recommendations at the December monthly meeting.

Commission reviewed Job Description for Airport Manager. MOTION Meintz/Holmes to approve the revamped proposed draft of the job description with changes discussed.

Motion carried.

The job description shall be updated and placed on line so job applicants will be able to review it.

b. Determine advertising sources – Personnel committee

A display ad shall be placed in several advertising sources, which will be determined by the Personnel Committee working with the Menominee County Administrators office. Suggested sources expressed were EAA, Green Bay Press Gazette, Michigan Association of Airport Managers, Wisconsin Association of Airport Managers, Eagle Herald, Peshtigo Times, Menominee County News LLC DBA The Current, and Daily News in northern Michigan.

c. Applicant responses to Menominee County Administrator

Applications will be sent to Menominee County Administrator who will contact Personnel Committee to set up meeting for review of applications/applicants.

d. Establish interview process – Personnel committee

The Personnel Committee will be responsible to establish the interview process and develop interview questions. Menominee County Administrator Brian Bousley will ask the questions of the applicants.

13. Airport security – Discussion only.

Discussion held regarding airport security. As Commission has many issues to handle, action on the airport security was postponed and referred to the Buildings and Grounds Committee.

14. Future Agenda Items

It was suggested to place the water line issue on a future agenda, possibly in spring.

15. Dialog with Airport Manager

Airport Manager, Tony Krysiak, stated it will be a rough couple of months until Commission can get a new airport manager hired. All projects for current year are completed or will be soon. Next year you will be faced with developing a budget and having meetings with the State in regards to the 10 year plan. There may be a lot of questions which you cannot answer without having some background and other information provided to the Commission. Tony is willing to help wherever he can, all Commission has to do is ask. Tony states it has been fun and a great ride.

16. Acknowledgement

Vice-Chair Pazynski thanked Krysiak for all he has done for the airport. It is greatly appreciated.

17. Schedule next meeting

The Commission's next regular meeting will be December 16, 2014 at 5:00 p.m.

18. Adjourn

MOTION Plutchak/Meintz to adjourn at 6:11 p.m. Motion carried.

Respectfully submitted,
Sally R. Witak, minutes secretary