

# MINUTES

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

Personnel Committee Meeting 4:00 p.m. 04/29/14  
Twin County Airport Conference Room

MEMBERS PRESENT: Chris Plutchak, Ted Sauve, and Nick Lakari  
OTHERS PRESENT: Jeff LaFleur

**1. Call to order**

Chair Lakari called the meeting to order at 4:00 p.m.

**2. Pledge of Allegiance**

**3. Roll call**

**4. Approve/amend agenda**

Motion (Plutchak / Sauve) to amend the agenda by adding 7. – A. Motion carried.

**5. Approve / amend Minutes of March 6, 2014. Action, if any.**

Motion (Sauve / Plutchak) to approve the minutes as presented. Motion carried.

**6. Public Comment – speakers will be limited to 5 minutes on agenda items, only.**

None

**7. Complete Airport Manager annual appraisal. Action, if any.**

A composite summary of three independent committee member appraisals were presented, followed by discussion. The Manager's overall performance meets expectations, with no specific areas identified as needing improvement. Under Employee's comments, Manager Krysiak questioned Lakari's assessment of the General Factor titled, Lead. Further discussion ensued. Lakari to complete signature page, indicate date of completing appraisal, and secure Manager signature. Appraisal to be placed in personnel file, and results to be reported to Commission on May 20, 2014.

**7. -A. Complete annual review of Airport Manager wages. Discussion, only.**

Mr. Krysiak expressed satisfaction with current wage of \$20.00 per hour, and that 25 hours per week provides ample time to carry out his responsibilities. Krysiak went on to couch the topic of vacation pay. After brief discussion, it was decided to assign further consideration to the Executive / Finance Committee.

**8. Review results of Maintenance – Lineman annual appraisal. Action, if any.**

Manager Krysiak presented / reviewed results of the appraisal. A brief discussion, along with questions were raised regarding the Employee Self Evaluation. Overall Performance graded out as Outstanding, and no follow up steps are necessary. Document is signed and dated, and will be placed in the Personnel File.

**9. Review paragraph 4, titled, Discharge, within section, Disciplinary Actions, of the Twin County Airport Work Rules / Policies. Action, if any.**

Lakari presented two (2) potential revisions. It was decided not to change including communication being sent to the Menominee County Clerk. Discussion on the proposed second revision centered around needing all six Commissioners directly involved in a potential discharge action, and how many days should a suspension be allowed to run before final dispensation. Further discussion will be encouraged at the May 20, 2014 Commission meeting.

**10. Public Comment – speakers will be limited to 5 minutes.**

None

**11. Future agenda items**

None

**12. Schedule next meeting**

At the call of the Chair.

**13. Adjournment**

Motion (Plutchak / Sauve) to adjourn at 5:15 p.m. Motion carried.

Respectfully submitted,  
Nick Lakari

Date approved / corrected