

MINUTES
TWIN COUNTY AIRPORT COMMISSION
2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408
REGULAR SESSION MEETING
May 20, 2014
TWIN COUNTY AIRPORT CONFERENCE ROOM

Members Present: Nick Lakari, Mary Johns, Charlie Meintz, Chris Plutchak, and Ted Sauve

Not Present: Jason Lauzer

Also Present: Tony Krysiak, Airport Manager; Jeff LaFleur, Maintenance-Lineman; Bill Clyma, Peshtigo Times; Kevin Pascoe, Anderson & Tackman; and Penny Mullins, Eagle-Herald

1. Call to order

Vice Chair Nick Lakari called the meeting to order at 5:07 pm.

2. Pledge of Allegiance recited

3. Roll call taken by Vice Chair Nick Lakari

4. Approve/amend agenda

MOTION (Plutchak/Johns) to approve the agenda as presented. Motion carried. No negative vote.

5. Approve/amend minutes of the April 15, 2014 Regular Session meeting

MOTION (Sauve/Plutchak) to approve the minutes as presented. Motion carried. No negative vote.

6. Public comment – speakers will be limited to 5 minutes on agenda items only

None

7. Audit Report/Review: Mr. Pascoe from Anderson & Tackman

Kevin Pascoe reviewed the bound audit report and a two page report that was previously provided to the committee. He reminded the committee that the airport is required to have an audit based on Public Act 2. There were some verbal recommendations given but there was nothing significant to note.

8. Discuss/Consider amending Discharge Procedures as currently described in the Twin County Work Rules/Policies, action if any.

Nick provided a summary of the background of negotiating the Maintenance-Lineman employment agreement regarding Disciplinary Actions and Discharge Procedures. The committee will pursue further.

No action taken at this time.

9. Report from Personnel Committee on annual appraisal of Airport Manager, information only.

The Personnel Committee reviewed the appraisal process approximately one month ago with the Airport Manager. The committee determined that the Airport Manager is doing his job as expected and there are no areas identified as needing improvement.

10. Report from Airport Manager on annual appraisal of Maintenance-Lineman, information only.

Tony reported on the Maintenance-Lineman's annual appraisal. Tony is satisfied with the Maintenance-Lineman's performance and is able to rely on his expertise and reliability.

11. Discuss/Consider follow-up report from Executive/Finance Committee on questions raised for hiring part time 20-hour per week Maintenance-Lineman, action if any.

- A. Affect on Municipal Employee Retirement System (MERS) contributions.
- B. Recommendation for hourly wage.
- C. Job posting recommendation.
- D. Interview process/guidelines.
- E. Tentative offer procedures.

Zero dollars would be contributed to MERS for a 20-hour/week employee. To qualify, an employee would log eight hours for any ten days in a month. The Executive/Finance Committee has recommended \$12 per hour starting pay.

MOTION (Johns/Meintz) to recruit the 20 hour per week Maintenance-Lineman based on \$12.00 hourly wage to start. Motion carried. No negative vote.

Application deadline will be June 3, 2014. Interviews will be held during the week of June 9, 2014. An advertisement will be done on the Airport Facebook page, in the Peshtigo Times, the Eagle-Herald, the County Journal, the Menominee County Website, at the Wisconsin Job Center, and at Michigan Works. An Authorization/release will be included with applications. Each potential applicant will be required to fill out an application.

The Airport Manager will screen applications for interviews. One member of the Personnel Committee will be included in interviews. A recommendation will be confirmed by the full commission, pending background check.

Interview questions were reviewed.

12. Follow up on potential funding assistance from Wisconsin Department of Transportation - Bureau of Aeronautics, information only.

Discussion.

13. Executive/Finance Committee report:

- A. Discuss/Consider Profit & Loss for April 2014, action if any
- B. Discuss/Consider Reconciliation Summaries for April 2014, action if any
- C. Discuss/Consider Vendor Balance for April 2014, action if any
- D. Discuss/Consider Customer Balance for April 2014, action if any
- E. Discuss/Consider Check Detail (#12990 thru #13013) and in the amount of \$27,882.52 for April 2014, action if any
- F. Discuss/Consider Fuel Sales Report for April 2014, action if any
- G. Discuss/Consider airport traffic for April 2014, action if any

MOTION (Johns/Meintz) to pay check numbers #12990 thru #13013 and in the amount of \$27,822.52 for the month of April and items A through G. Motion carried. No negative vote.

14. Communications/correspondence

None

15. Dialog between Airport Manager and the TCAC

Tony indicated that a prototype will be going out for the budget and will be available at the June Executive Committee meeting. He also noted that business has been behind for this time of year.

Enstrom will be finished with their expansion in a couple of weeks. The lease agreement with Enstrom is complete and has been signed.

16. Dialog between airport users and the TCAC

None

17. Public comment – speakers will be limited to 5 minutes

None

18. Future agenda items

Building and Grounds Committee report

19. Schedule next meeting

June 17, 2014 at 5:00 pm

20. Adjourn

MOTION (Johns/Meintz) to adjourn at 6:25 pm. Motion carried. No negative vote.

Respectfully Submitted:

Jennifer Seguin

Marinette County Administrative Secretary

Date approved: