

MINUTES
TWIN COUNTY AIRPORT COMMISSION

March 17, 2015
AIRPORT CONFERENCE ROOM

1. Call to order

Chairman Larry Schei called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

Pledge of Allegiance recited.

3. Roll call

Members present: Chairman Schei, Commissioners Joseph Ciochetto, Charlie Meintz, Don Pazynski, and Ted Sauve

Members absent: None – Marinette County member-at-large position vacant

4. Approve/Amend agenda.

MOTION Sauve/ Meintz to approve the agenda as presented.

Motion carried.

5. Approve Minutes of February 17, 2015 Regular Session Meeting.

MOTION Meintz/Sauve to approve the February 17, 2015 regular session meeting minutes.

Motion carried.

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

None

7. Discuss/Consider interview process for Airport Manager

Personnel Committee met and reviewed five (5) applications received for Airport Manager position. The Committee selected three (3) individuals to interview. Menominee County Administrator, Brian Bousley, has scheduled an interview for Thursday, March 26, 2015 at 3:00 p.m. at the Airport Conference Room. He has not heard from the other two (2) candidates but would try to set up interviews for the same day, if possible.

There will be a public interview by the full Twin County Airport Commission. Commission will then go into closed session to consider the candidates and what action they wish to pursue. The Meeting will reconvene in open session to conduct business regarding any action to be taken.

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

MOTION Ciochetto/Meintz to change the main gate code to the Unicom Frequency code effective immediately.

MOTION TO AMEND MOTION Sauve/Pazynski to allow periodic changes to code whenever the Airport Commission feels it is necessary.

Sauve and Pazynski voting yes. Schei, Ciochetto, Meintz voting no.

Motion to amend failed.

All Commissioners voting yes on motion.

Motion carried.

9. Discuss/Consider Jeff LaFleur compensation while acting as Interim Airport Manager, action if any

Employee Jeff LaFleur passed the test and has obtained his assistant managers license.

MOTION Pazynski/Schei to compensate Jeff LaFleur at a rate of \$20.00 per hour for a 40 hour work week during the period he is acting Interim Airport Manager, retroactive to December 1, 2014.

Motion Carried.

10. Discuss/Consider Jeff LaFleur reimbursement for cost associated with Assistant Airport Manager exam, action if any.

Commissioner Pazynski referred to motion at February 17, 2015 Twin County Airport Commission meeting which stated, “to authorize Jeff LaFleur to take Assistant Airport Manager exam, pay fees associated with the exam, and subsidize his total expenses, including mileage and meals.” LaFleur to turn in expense voucher for reimbursement.

11. Discuss/Consider Mead and Hunt proposal for declaring land in excess of aviation, action if any

Brian Bousley, Menominee County Administrator, advised he had contacted Mead and Hunt for a proposal. Their response was it would take about a month to put the proposal together. The proposal has not been received but Bousley hopes to have it available for the April meeting. The procedure for declaring land in excess of aviation usually takes about a year.

12. Discuss/Consider Audit Update

Audit is complete. Auditors are compiling the information and will bring it to a future Commission meeting. Commission has a three year contract with auditors and this is the second year of contract.

13. Discuss/Consider February 2015 Financials, including check numbers 13216 through 13238, totaling \$40,224.04, action if any

MOTION Meintz/Ciochetto to approve February 2015 Financials to include check numbers 13216 through 13238 in the total amount of \$40,224.04 as recommended by the Finance Committee at their March 12, 2015 meeting.

14. Discuss/Consider Camera proposal for Main gate security, action if any

No prices available at this time. LaFleur reviewed possibilities with a Twin City Electric representative. Several options will be pursued by airport personnel, who will report to Building and Grounds Committee.

15. Committee Reports - Discussion

A. Finance

Sauve commended LaFleur for watching the price of fuel to obtain the best price. A savings of \$431.00 was realized on the load of fuel being delivered right now, compared to today's price.

B. Personnel

No report other than interview information already discussed.

C. Building and Ground

No meeting held in March. Will be discussing request from airport personnel regarding procurement of tools at April meeting.

16. Communications/Correspondence

Commissioner Ciochetto stated he received letter from Wayne Beyer of the Twin County Pilot's Association, supporting the return to using the Unicom Code for gate access, key pad usage, and remote gate opener. Copies were received by all Commission members.

17. Dialog between Manager and the TCAC

None.

18. Dialog between airport users and the TCAC.

Greg Paulson, user of airport, regarding remotes and cards that have been issued. Will Airport Manager be in charge of issuing those items in the future?
Chairman Schei responded the only thing that has changed is the Security Code at the main gate. The other issues will be looked at sometime in the future

19. Public Comment – speakers will be limited to 5 minutes

None.

20. Future Agenda Items

Chairman Schei requests parties contact him regarding items they want on the agenda. Committee requests/recommendations.

21. Schedule next meeting

Next meeting will be Tuesday, April 21, 2015 at 5:00 p.m. at the airport.

22. Adjourn

MOTION Ciochetto/Sauve to adjourn at 5:56 p.m.

Motion carried.

Respectfully submitted,
Sally R. Witak, minutes secretary