

AGENDA

TWIN COUNTY AIRPORT COMMISSION

2801 N. 22ND STREET
MENOMINEE, MI 49858
906-863-8408

SPECIAL COMMITTEE MEETING TO DRAFT AIRPORT MANAGER'S JOB DESCRIPTION

No earlier than 10:30 a.m. – 2/27/2012

TWIN COUNTY AIRPORT CONFERENCE ROOM

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approve/amend agenda
5. Approve/amend minutes of February 2, 2012
6. Public comment – speakers will be limited to 5 minutes on agenda items only
7. Review drafted job description for the part time airport manager, action if any (Attachment A)
8. Discuss/consider recommending to the personnel committee approval of the job description for the part time airport manager's position, action if any
9. Public comment – speakers will be limited to 5 minutes
10. Future agenda items
11. Schedule next meeting
12. Adjourn

Note: Quorums may be present.

Note: Agenda items may not be considered and acted upon in the order listed.

cc: Nick Lakari
Dale Berman
James Furlong
Jason Lauzer

Menominee County Admin.
Marinette County Clerk

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans with Disabilities Act," please notify the Twin County Airport Manager's office (906-863-8408) at least 24 hours prior to the meeting in order to make suitable arrangements (TDD 800-649-3777).

MINUTES

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

Special Committee Meeting to draft Airport Manager's Job Description, 2/2/2012 – 10:00 a.m.

MEMBERS PRESENT: James Furlong, Nick Lakari
MEMBERS EXCUSED: Dale Berman
OTHERS PRESENT: TCAC Chair Jason Lauzer, Airport Lineman Jeff LaFleur, Menominee County Administrator Brian Bousley, Marinette County Administrative Secretary Gina Teeple, Eagle Herald, Peshtigo Times, Public Citizens

1. Call to order

Menominee County Administrator Brian Bousley called the meeting to order at 10:00 a.m.

2. Pledge of Allegiance

3. Roll call

Commissioner Berman is excused.

4. Approve/amend agenda

Motion (Furlong/Lakari) to approve the agenda. Vote – unanimous. Motion carried.

5. Approve/amend minutes of January 5, 2012

Motion (Furlong/Lakari) to approve the minutes of January 5, 2012. Vote – unanimous. Motion carried.

6. Elect Chair

Motion (Furlong/Lakari) to cast a unanimous ballot to elect Nick Lakari as Chair of the committee ad hoc. Vote – unanimous. Motion carried.

7. Elect Vice-Chair

Motion (Lakari/Furlong) to cast a unanimous ballot to elect James Furlong as Vice-Chair ad hoc. Vote – unanimous. Motion carried.

8. Elect Secretary

Motion (Furlong/Lakari) to cast a unanimous ballot to elect Dale Berman as Secretary ad hoc. Vote – unanimous. Motion carried.

9. Public Comment

None

- 10. Making use of the job description template, seek a consensus for, Position Title, Reports To, General Job Summary, Responsibilities and Duties: MDOT Aeronautics Administrative Code R 259.312, Appointment and Licensing Requirements: MDOT Aeronautics Administrative Code 259.311, Minimum Qualifications Required (Training and Experience), Essential Job Functions/Duties, Essential Knowledge, Skills, and Abilities, Physical Demands and Working Conditions**

The committee reached a consensus and drafted a job description for the part-time airport manager using the job description template.

- 11. Discuss/consider recommending to the personnel committee approval of the job description for the part time airport manager's position, action if any**

No action taken

- 12. Discuss/consider TCAC by-laws that need to be amended due to rewriting the airport manager job description and recommend potential changes to By-Laws Committee, action if any**

Motion (Furlong/Lakari) to recommend changes to Article VI of the by-laws to the By-Laws Committee (Exhibit A). Vote – unanimous. Motion carried.

- 13. Public Comment**

None

- 14. Future agenda items**

- Review drafted job description
- Recommend approval of drafted job description to the Personnel Committee

- 15. Schedule next meeting**

To be determined

- 16. Adjourn**

Motion (Furlong/Lakari) to adjourn. Vote – unanimous. Motion carried.

Respectfully submitted,
Gina K. Teeple
Marinette County Administrative Secretary

Date approved/corrected:

Recommended amendments to By-Laws: ARTICLE VI – ADMINISTRATION

A. Responsibilities of the Commission

1. Personnel:

- a. The Commission shall employ an Airport Manager, who shall be hired by a majority vote of the full Commission.
- b. The Commission shall determine other necessary staffing levels of the airport.
- c. The Commission will post (advertise) open personnel positions, receive applications through the Menominee County Administrator's office, screen applications, interview promising candidates, and select a finalist for employment.
- d. All airport personnel will be appraised, annually. When necessary, plans for improvement will be initiated by the Commission Personnel Committee.

2. Job Descriptions:

- a. Respective Job Descriptions shall be written and published for:
 - (1.) Airport Manager
 - (2.) Airport LinemanSpecific Commission expectations will be summarized for each position.

Menominee County, Michigan Position Description

Attachment A

Title: Airport Manager
Department: Twin County Airport
Commission
Date: 02/2/2012

Purpose of Position

Plans, directs and coordinates activities concerned with construction, maintenance, and operation of airport facilities in accordance with governmental agency or commission policies and regulations, by performing the following duties personally or through subordinated supervisors.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Adhere to responsibilities described in the MDOT Aeronautics Administrative Code R 259.312
- Develop and implement administrative, environmental, maintenance and safety programs as directed by the Commission.
- Perform the duties of accounts payable and receivable, financial and tax reporting, filing monthly invoicing, record, prepare checks for payment, prepare routine correspondence and advise news media of pending board meetings.
- Seek to obtain State and Federal Grants for Airport Development Projects and each application to be approved by the Airport Commission.
- Study and review policies and practices for compliance with State, Federal and Local laws and regulations.
- Check housekeeping and security practices for violations. Initiate proper steps to correct conditions not in accordance with health, safety and security practices and policies.
- Research special assignments, through appropriate sources, for pertinent information data. Organize, analyze and compile documented factual reports to keep the Commissioners apprised of matters dealing directly with the problem(s).
- Assist with resolving problems, determining, establishing and implementing policies, procedures and programs as directed by the Commission.
- Maintain and preserve an airport register book indicating arrivals and departures of aircraft, number of passengers and other relevant information required by the Commission. Retain records for a period of three years, or such period required by the Commission.

- Expeditiously and in a timely manner file NOTAMS (notice to airmen) with the proper Federal Agency designating any changes in airport condition.
- Promote utilization and expansion of the airport towards a goal of financial self-support.
- Develop recommendations for preparation of the annual budget and report status to the Commission on a monthly basis.
- Enforces and reports violations of Federal Air Regulations and Civil Laws. Any violations will be directed to the Commission.
- Appoints staff of Maintenance Linemen as "Designated Representatives" to act on his/her behalf, when the Airport Manager is unavailable through communication efforts.
- Supervises, plans, coordinates and assigns the work of airport personnel; monitors and evaluates performance and work outputs to maintain efficiency and quality of work.
- Supervises, directs and occasionally operates equipment necessary in the building and grounds maintenance of the airport; inspects runways, taxiways, ramps and roads and assesses operational conditions, inspect visual and nav-aids equipment and other airport related equipment and keeps accurate records of appropriate maintenance.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma or equivalent; must become airport manager licensed with the State of Michigan within 60-days of hire; aviation and management experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as agendas, meeting minutes, reports, memos, manuals, contracts, policies, rules, bylaws, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the County Administrator.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

Menominee County, Michigan is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date