

**Gogebic-Iron County Airport
Regular Board Meeting Minutes**

**Gogebic-Iron County Airport
E5560 Airport Road
Ironwood, Michigan 49938**

July 10, 2017

Call to Order

The meeting was called to order at 4:47 P.M. by Chairman Oliver.

The Pledge of Allegiance was recited.

Roll Call

Present: Mr. Bonovetz, Mr. Hanson, Mr. Mullard, Mr. Wasley and Mr. Oliver

Absent: None

Others Present: Mike Harma and Mindy Prenderville

Approval of the Minutes

1. June 12, 2017 –Regular Board Meeting

A motion was made by Mr. Mullard, supported by Mr. Wasley and carried by unanimous voice vote to approve the minutes as presented and place them on file.

Approval of the Agenda

A motion was made by Mr. Wasley, supported by Mr. Hanson and carried by unanimous voice vote to approve the agenda as presented.

Citizens Wishing to Address the Airport Board on Agenda Items (5 Minute Limit)

No citizens wishing to address the Airport Board.

Old Business

1. Selection of Part-Time Employee

A motion was made by Mr. Mullard and supported by Mr. Bonovetz to offer the part-time position to applicant #1.

Roll Call Vote

Yes: Mr. Bonovetz, Mr. Hanson, Mr. Mullard, Mr. Wasley and Mr. Oliver

No: None

Motion carried.

2. Review the Airport Manager Job Description

Mr. Bonovetz stated that he would like to leave the Airport Manager's job description as is.

A motion was made by Mr. Bonovetz and supported by Mr. Wasley to leave the Airport Manager's job description as is. Discussion took place and this motion was never voted on.

Discussion took place regarding the reasoning for reviewing the job description.

Mr. Harma stated he feels he has received "kickback" from some employees in the past due to some of the wording in the current job description.

Discussion ensued about the responsibility of the Airport Manager.

Mr. Wasley stated that the non-union employees at the Airport will be part of the upcoming job study/classification.

A motion was made by Mr. Bonovetz, supported by Mr. Wasley and carried by unanimous voice vote to table this matter until information can be obtained from MGT (they are conducting the job study/classification).

New Business

1. Review the Airport Confidential Secretary Job Description

A motion was made by Mr. Bonovetz, supported by Mr. Wasley and carried by unanimous voice vote to table this matter until information can be obtained from MGT (they are conducting the job study/classification).

2. Employee Handbook

Mr. Harma referred to an Employee Handbook draft each Board Member received at the beginning of the meeting. He explained that this handbook is a work in progress and asked the Board Members if this handbook is something they would like to put into place in the future or not.

Mr. Wasley questioned if the Airport Manager position is classified as an "elected and appointed official".

Mr. Oliver stated that the Airport Manager position is an appointed position.

Mr. Wasley then said Gogebic County has a handbook for appointed officials so an additional handbook may be contradictory.

Mr. Harma explained that this handbook would not be a contract of any kind; he also stated that the Confidential Secretary position is neither a Union position nor an appointed position.

Mr. Wasley stated that the Confidential Secretary position is a non-union position.

Mr. Harma questioned what classification an employee would have if s/he opts out of the Union.

Mr. Wasley stated that an employee who opts out of the Union is still considered a Union employee.

Mr. Oliver said he feels the Airport Board needs to decide if the Airport is going to be reliant on Gogebic County policies and procedures; or is the Airport going to act separately. Discussion ensued.

Mr. Oliver used the examples of the computer policy, the retirement information and drug-free workplace policy, stating that this is all informative.

Mr. Bonovetz stated he feels a handbook is necessary.

Mr. Mullard suggested that the handbook be presented to the Airport employees to get their thoughts and feedback.

Mr. Oliver agreed and asked that the job descriptions be removed from the handbook and then given to each of the Airport employees; the employees can review the handbooks and give their thoughts and feedback to Mr. Oliver.

Mr. Wasley stated that he feels the handbook should also be presented to the Union legal department.

3. MAAE Conference

A motion was made by Mr. Bonovetz, supported by Mr. Wasley and carried by unanimous voice vote to allow Mr. Harma to attend the MAAE Conference in September 2017.

4. Equipment Building Repairs

Mr. Harma explained that there are still septic issues so he received two quotes for rain gutters for the equipment building; the two quotes were \$2326 and \$2670. A brief discussion took place; no action was needed.

Manager's Report

Mr. Harma said the Airport is short one employee right now because one employee is out due to a corrective surgery from a workers' compensation claim from a few years ago.

Mr. Harma gave a brief progress report on the terminal apron rehab project.

Mr. Harma then informed the Airport Board that he plans on taking a part-time job with Air Choice One as a back-up pilot; he said the training begins July 31st.

Discussion took place regarding how often Mr. Harma would be flying with Air Choice One; Mr. Harma stated he would be flying 1 or 2 nights per week.

Mr. Bonovetz had numerous questions, including how Mr. Harma would have time to be the full-time Airport Manager and fly for Air Choice One; he also asked if Mr. Harma would be taking a reduction in his salary since he will be flying also.

A lengthy discussion took place regarding Mr. Harma's hours and whether or not he needs to be available 24/7.

Mr. Harma had stated that flying for Air Choice One would benefit the Airport, Mr. Wasley asked how it would benefit the Airport. Mr. Harma responded by saying he would be able to fill in for flights that may otherwise be cancelled for whatever reason.

More discussion took place regarding Mr. Harma's responsibility and availability.

Mr. Bonovetz asked Mr. Harma if he is going to fly for Air Choice One regardless of what anyone on the Board may think/feel about the situation.

Mr. Harma responded that yes, he is going to go forth with the training beginning July 31st.

Mr. Bonovetz questioned if this would be a conflict of interest being that Mr. Harma sets the rental rates, fuel fees, etc.

Mr. Harma stated that he will still be working his 40 hours/week at the Airport. Mr. Oliver added that if the Airport is following the Courthouse procedures, Mr. Harma actually only needs to work 35 hours/week.

Approval of the Reports

1. Hangar Storage Report –June 2017

A motion was made by Mr. Mullard and supported by Mr. Hanson to approve the accounts payable and prepaids as presented.

Roll Call Vote

Yes: Mr. Bonovetz, Mr. Hanson, Mr. Mullard, Mr. Wasley and Mr. Oliver

No: None

Motion carried.

2. Airline Performance Report

A motion was made by Mr. Wasley, Supported by Mr. Hanson and carried by unanimous voice to approve the airline performance report as presented and place it on file.

3. Aviation Fuel Report

A motion was made by Mr. Mullard, supported by Mr. Bonovetz and carried by unanimous voice vote to approve the aviation fuel report as presented and place it on file.

Appropriations

1. Approval of the Claims and Accounts –Accounts Payable & Prepaids

A motion was made by Mr. Mullard and supported by Mr. Hanson so to approve the claims and accounts as presented.

Roll Call Vote

Yes: Mr. Bonovetz, Mr. Hanson, Mr. Mullard, Mr. Wasley and Mr. Oliver

No: None

Motion carried

2. Approval of the Revenue & Expenditure Report –June 2017

A motion was made by Mr. Wasley, supported by Mr. Bonovetz and carried by unanimous voice vote to approve the revenue and expenditure report as presented and place it on file.

Other Matters

No other matters were discussed.

Public Comment

No public comment.


Adjournment

A motion was made by Mr. Bonovetz, supported by Mr. Wasley and carried by unanimous voice vote to adjourn the meeting. The meeting adjourned at 6:00 P.M.

8/14/17

Date Approved


Jeff Wasley, Recording Secretary


Minutes Submitted by Mindy Prenderville
Confidential Secretary, Gogebic-Iron County Airport

**Gogebic-Iron County Airport
Special Board Meeting Minutes**

**Gogebic-Iron County Airport
E5560 Airport Road
Ironwood, Michigan 49938**

**July 10, 2017
4:00 P.M.**

Call to Order

The meeting was called to order at 4:03 P.M. by Mr. Mullard, Vice Chairman.
The Pledge of Allegiance was recited.

Roll Call

Present: Mr. Bonovetz, Mr. Hanson, Mr. Mullard, Mr. Wasley
and Mr. Oliver (arrived at 4:05 P.M.)

Absent: None

Others Present: Mike Harma and Mindy Prenderville

Approval of the Agenda

A motion was made by Mr. Hanson, supported by Mr. Bonovetz and carried by unanimous voice vote to approve the agenda as presented.

The Board Members reviewed a list of questions and selected which questions they would ask each of the applicants.

Part-Time Position Interviews

– 4:15 P.M.

Chairman Oliver asked applicant #1 the questions that were selected by the Board Members.
Applicant #1 answered the questions accordingly; applicant #1 then asked the Board Members some questions which were answered accordingly. Applicant #1 was thanked for attending the interview.

– 4:35 P.M.

Chairman Oliver asked applicant #2 the same questions as the first applicant and answered accordingly.
Applicant #2 then asked the Board Members some questions which were answered accordingly. Applicant #2 was thanked for attending the interview.

After the interviews concluded, a brief discussion took place among the Board Members and Mr. Harma.

Other Matters

No other matters were discussed.

Public Comment

No public comment.

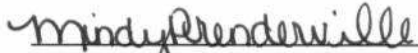
Adjournment

A motion was made by Mr. Bonovetz, supported by Mr. Mullard and carried by unanimous voice vote to adjourn the meeting. The meeting adjourned at 4:46 P.M.

8/14/17
Date Approved



Jeff Wasley, Recording Secretary



Minutes submitted by Mindy Prenderville
Confidential Secretary, Gogebic-Iron County Airport