

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

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

**June 12, 2017  
4:30 P.M.**

**Call to Order**

The meeting was called to order at 4:30 P.M. by Chairman Oliver.

The Pledge of Allegiance was recited.

**Roll Call**

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

**Absent:** None

**Others Present:** Mike Harma, Joe Pinardi (Iron County Chairman), Mindy Prenderville and Mark Pusakulich

**Approval of the Minutes**

1. May 8, 2017 –Regular Board Meeting

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

2. May 22, 2017 –Special Board Meeting

**A motion** was made by Mr. Bonovetz, supported by Mr. Hanson 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. Mullard 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)**

Mr. Pusakulich stated that he will not be going forward with the grievance that was filed in February. Mr. Pusakulich then excused himself from the meeting.

**Old Business**

1. Part-Time Employee
  - Selection Process
  - Interview Process

Mr. Oliver said that he is in favor of Mr. Harma selecting candidates, conducting the interview and then making a recommendation to the Board to hire an individual.

Mr. Bonovetz said he would prefer that Mr. Harma select who he feels to be the top three most qualified candidates and have the Board members present for the interviews.

Mr. Oliver suggested that one Board member participate in the interview process with Mr. Harma, rather than the Board as a whole.

Mr. Bonovetz and Mr. Mullard both felt the whole Board should participate in the interviews.

Discussion ensued.

Mr. Harma said ideally, he would like to have someone hired by August 1<sup>st</sup>.

The Board requested that Mr. Harma contact the applicants he previously selected and ask if they are still interested in the position; once he contacts the applicants, Mr. Harma will contact the Board members to let them know if any or all of the previously selected applicants are still interested.

**A motion** was made by Mr. Bonovetz, supported by Mr. Mullard and carried by unanimous voice vote to have Mr. Harma select up to three applicants and schedule interviews which will be held on July 10<sup>th</sup>,



starting at 4:00 P.M. The Regular Board meeting will be held immediately after the interviews and an applicant will be selected at that meeting.

### **New Business**

#### **1. Review Airport Manager Job Description**

Mr. Harma explained that since he became Airport Manager, the hours of operation have increased due to having more flights each day. Mr. Harma referred to the original offer he accepted when he became Airport Manager, which requires him to be on snow watch Sunday through Thursday.

Mr. Harma explained that when he is on snow watch, he has to be on watch and he has to call someone in if needed. He also stated that since the airport has been short-staffed, there are times Mr. Harma will come in rather than call someone in, to try to reduce overtime.

Mr. Oliver questioned how many hours Mr. Harma averages per week when he has to come in and plow.

Mr. Harma stated that he averages 40 hours per week.

Discussion took place regarding how many times per night Mr. Harma has to wake up when he is on snow watch.

Mr. Bonovetz asked if this is something that could be contracted out.

Mr. Harma responded that he has considered hiring a limited term employee (LTE), who would be responsible for snow watch and snow plowing only.

A brief discussion took place regarding hiring a part-time employee.

Mr. Wasley asked if it would be possible for the Sheriff's Department to call Mr. Harma in the winter if it is snowing. Mr. Wasley then said it would be at the Manager's discretion if someone needed to be called in to plow or not. He then questioned why raises were given without the job descriptions being prepared.

Mr. Bonovetz suggested the Road Commission may be able to call Mr. Harma in the winter if it is snowing.

The Board agreed both suggestions were worth checking into.

More discussion took place regarding the possibility of hiring a LTE.

Mr. Harma handed out a copy of his current job description in which he added some suggested changes to for the Board Members to consider.

Mr. Bonovetz questioned the wording in #4 of the job description because Mr. Harma suggested changing the words "responsible for" to "oversee and assist". Mr. Bonovetz said he would prefer the words be "oversee and direct".

Mr. Oliver stated that Mr. Harma is the manager and therefore is responsible.

Mr. Wasley stated that the job description needs to be prepared for the Airport Manager position, not Mr. Harma directly.

Mr. Oliver said he doesn't want the statement "or any combination of education and experience that provides equivalent knowledge, skills and abilities" removed from the training and education required section of the job description.

**A motion** was made by Mr. Bonovetz, supported by Mr. Mullard and carried by unanimous voice vote to table this matter until the July meeting, allowing the Board Members time to review the job description as well as the suggested changes Mr. Harma provided.

### **Manager's Report**

Mr. Harma said approximately 40 people attended the "Hamburger Social" that was held on June 8<sup>th</sup>.

He then said the terminal apron project has started, they are scheduled to pave the east side on June 20<sup>th</sup>; he also told the Board Members that the FAA (139) inspection went well, no correction letters were received. However, some safety recommendations were made, including an obstacle survey, which will be discussed at the MAP meeting later this year.

Mr. Harma told the Board Members that the sign-up sheet for volunteering at the Iron County Fair and the Gogebic County Fair are available if anyone is interested in volunteering.



Discussion then took place about building a hangar because the airport is almost at full capacity right now. Mr. Wasley said he would like to see a projection of cost –vs-income at the next Board meeting before moving forward with the design or construction of a new hangar.

#### Approval of the Reports

1. Hangar Storage Report –May 2017

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

2. Airline Performance Report –April & May 2017

**A motion** was made by Mr. Bonovetz, supported by Mr. Hanson and carried by unanimous voice vote to approve the airline performance reports as presented and place them on file.

3. Aviation Fuel Report –May 2017

**A motion** was made by Mr. Mullard, supported by Mr. Wasley and carried by unanimous voice vote to approve the aviation fuel report as presented.

#### Appropriations

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

**A motion** was made by Mr. Bonovetz and supported by Mr. Wasley to approve the accounts payable and prepaids as presented.

#### Roll Call Vote

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

**No:** None

**Motion carried.**

2. Approval of the Revenue & Expenditure Report –May 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.

3. Approval to Request FY17 Fourth Quarter Appropriations from Gogebic County & Iron County

**A motion** was made by Mr. Bonovetz, supported by Mr. Wasley and carried by unanimous voice vote to authorize the Airport to request the FY17 fourth quarter appropriations from Gogebic County and Iron County.

#### Other Matters

No other matters were discussed.

#### Public Comment


No public comment.

#### Adjournment

**A motion** was made by Mr. Hanson, supported by Mr. Bonovetz and carried by unanimous voice vote to adjourn the meeting. The meeting adjourned at 5:42 P.M.

7/10/17  
Date Approved

  
Jeff Wasley, Recording Secretary

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