

PERSONNEL COMMITTEE  
**DRAFT MEETING MINUTES**  
Friday, December 16, 2022  
Howard Male Conference Room

The Personnel Committee met on Friday, December 16, 2022 at 8:30 a.m. in the Howard Male Conference Room.

COMMISSIONERS PRESENT: Marty Thomson, Chair  
Dave Karschnick  
John Kozlowski

OTHERS PRESENT: Kim MacArthur, Board Assistant  
Jennifer Mathis, HR Specialist

Chair Marty Thomson called the meeting to order at 8:31 a.m.

INFORMATION ITEM: County will pay \$400 to have a valuation report done for the Sheriff and Undersheriff's MERS. We will discuss the results at the next Personnel Committee meeting in January.

INFORMATION ITEM: Current Airport manager would like to increase his salary to \$64,530. He is currently at \$57,674.21. The average Airport Manager salary in Michigan is \$64,976.00. Charlevoix currently has a job opening for their Airport Manager and is advertised between \$65,000-\$75,000. Emmet County Pellston Airport Manager salary is currently \$82,447 and will increase to \$84,920 in 2023. Commissioner Karschnick recommends a 10% raise which would be \$63,441. Commissioner Kozlowski says 10% is a decent pay raise. Commissioner Thomson says 10% is comparable to what the manager is asking. Commissioner Thomson made a motion to approve. Support by Commissioner Kozlowski. Motion carried.

**ACTION ITEM #1: The Committee recommends an increase of 10% for the Airport Manager's salary as presented.**

INFORMATION ITEM: Assistant Manager is currently part-time and seeking full-time. Commissioner Kozlowski says it will be difficult to find funding once the CARES Act money runs out. Commissioner Thomson suggests granting full time position to the assistant manager as long as the CARES grant covers the full time position. Commissioner Kozlowski made a motion to approve. Support by Commissioner Thomson. Motion approved.

**ACTION ITEM #2: The Committee recommends a full time position for the Assistant Airport Manager as long as the full time position is covered by the CARES grant as presented.**

Motion to adjourn by Commissioner Kozlowski with support by Commissioner Thomson. Motion carried. The meeting adjourned at 8:54 am.

DRAFT