

February 13, 2020
PERSONNEL COMMITTEE MEETING
Chair Greg Ward

Board Members Present: Greg Ward, Victor Celentino, Debbie Groh, Dan Schiffer

Management, Staff and Employees Present: Eric Patrick, Spencer Flynn, Karissa Weight, Bonnie Wohlfert

Members of the Public Present: None

CALL TO ORDER

1. Greg Ward, Chair, called the Personnel Committee Meeting of the Capital Region Airport Authority to order at 4:37 p.m.

PUBLIC COMMENT

1. None

DISCUSSION

- Discussed a few changes to questions on the stakeholder survey and distributed the latest stakeholder contact list. Feedback from the survey will be shared at the next board meeting, if available.
- The CEO job description was reviewed, specifically whether the AAAE accreditation and State of Michigan Airport Manager license should be required, preferred or obtained within a certain amount of time. Feedback from the employee interviews will be incorporated into the desired skills and experience needed.
- Recommended search firms were discussed and the process required to obtain their services (Request for Proposal, Request for Bid or Request for Quote) based on the purchasing policy.
- A generic resolution authorizing the Personnel Committee to select a search firm up to a certain dollar amount will be included on the February 24, 2020 regular board meeting agenda.

PUBLIC COMMENT

1. None

ADJOURNMENT

1. Greg Ward moved the meeting be adjourned at 5:29 pm.

signed

Greg Ward, Chair

signed

Bonnie Wohlfert, Secretary