

**BOIS BLANC TOWNSHIP
SPECIAL MEETING
OCT 18, 2018
Bois Blanc Township Hall**

Meeting was opened at 6:00 with the pledge of allegiance. Board members present: Anne Kennedy, Tom Wybranowski, Brent Sharpe and Diane Akright. Board member Louise Sullivan conference in via teleconference. Kathy Brown and a few members of the public were also present.

This meeting was called via special request by Kathy Brown, Bois Blanc Island Airport Manager for the purpose of a performance review. Ms Brown was contacted prior to the meeting to let her know she had the right to request in writing that this meeting be a "closed session" meeting, but she declined. She was asked if she wanted to address the board first. She declined and wanted to know what the board had to say.

Ms.Brown had copies of many letters that she solicited from Aero Condo's members to give to the board. It was noted by Supervisor Brent Sharpe that her request to Aero Condo's bordered on insubordination in its content. She asked if she was not supposed to be able to ask for support and it was noted that she needed to come 1st to the board for support and information.

Supervisor Sharpe noted that there were some problems with performance that we need to address. One thing discussed was that there was delay's to the SRE building and intervention taken by Kathy that put at risk our grant the following year for the Airport Snow Blower. Kathy noted she was unaware of any of this. Supervisor Sharpe noted that it was all discussed at the AIP meeting that Kathy was also part of just a few days prior.

The "agenda" (attached) tried to reflect that the Airport Manager's position was seen in two parts. One being performances required (things that you needed to physically do) and the other being Leadership/Management items. It was noted by many board members that the "doing" part Kathy does very well. The airport is beautifully clean and trimmed. The new sign in the lobby, the emergency kits and AED being accessible, supplies organized etc., are all examples of things done well. Where there is a need for improvement is more on the Leadership/Management side of things.

Mostly noted was:

Budget management/spending: We are only half way through the year and maintenance\$ are over budget. Clerk Akright has tried to go over the budget with Kathy on several occasions. There was a review of the budget income and expenditures report when Kathy was first hired. She was here for the budget workshops and preparations as well as part of the final adoption of the airport budget. Sometimes as a manager you need to make choices as to whether or not things you would like to do can be done with your current budget or need to be delayed and built into your next budget. Since the SRE building is not going to be built this year, it was suggested that the contingency\$ that would have been reserved for project overflow could be utilized for the additional brush hogging that Kathy has indicated needed to be done and there was not budgeted funds for. This was confirmed by Supervisor Sharpe that we could now utilize those funds.

Communications: There have been instances where communications have been sent out by the Airport Manager without having sent it past the board first and without even copying the board. Some of these communications exhibited an overstepping of authority and may have been a misunderstanding of what was to be accomplished.(Spring Aero Condo's letter regarding the fly-in) Communication with the board first would have questions and concerns by the public and reprimand by the board.

Trustee Sullivan noted that some of what appears to be happening seems familiar to what was experienced when Gregg Dickerson first took on the position of Airport Manager and that Gregg needed to have one contact to take any questions to or to ask for direction. That person was Supervisor Sharpe since he was the contact person for the AIP and the head of the township board. The suggestion was made that it might help for her to have a chain of communication to assist her. All board members noted that we felt this is a correctable situation and that communication was key.

Prior to this meeting Kathy had raised the question about the plow position and why she had not been selected. It was noted at this meeting that she was the only applicant until a board member solicited someone else to apply. Clerk Akright said that she had in fact contacted Mr. Gilligan about the posting because she felt he was a qualified candidate, just like she had other people for other positions in the past. Trustee Wybranowski noted that he had done the same in the past. It had nothing to do with Kathy personally and everything to do with trying to find the best person for the job. We noted the differences in experience and why the position was granted to Mr. Gilligan.

Kathy also raised question prior to the meeting about mail handling procedures at the township. Treasurer Kennedy spoke directly to this from MTA findings.

Kathy also had objections to the fact that the gasoline tanks were locked and keys were only available to the Fire Chief, Deputy and a key in the office. Other than emergency personnel all use of gasoline was to take place during township office hours. This was a new procedure put in place and was explained.

Upon covering all information, Treasurer Kennedy stated again that it truly looks like our problem is mostly a communication problem and it can be fixed. She asked Kathy if she was willing to try to correct this and work with the board going forward?

Ms Brown's response was no. She would tender her resignation as the Airport Manager and for her position on Parks & Recreation. She felt the members of the board were liars, that we did not trust her and she did not trust us. She did not feel she had any support from the board. She noted that no one from the board ever came out to see what she was doing. Trustee Wybranowski responded that this was untrue and that he had come to the airport approx. 4 times and saw Kathy twice. Any communication was always on a one on one basis and never the board as a whole. She felt there was a personal conflict between Clerk Akright and herself and that all she sees when she looks at the board is negativity. She then left the meeting.

Public comment was taken and additional questions were answered. There being no further business, meeting was adjourned.

AGENDA

1. Performance Review – Kathy Cox Brown – Airport Manager

- a. Job Requirements:
 - i. Performance Requirements:
 1. Successful completion of Airport Manager License
 2. Manage the maintenance of airport grounds, buildings & equipment
 3. Keep airport terminal clean – restrooms cleaned and stocked.
 4. Review and Follow Safety Protocols for the airport

5. File N.O.T.A.M
 6. Monthly report to the township board
 - ii. Leadership Effectiveness:
 1. Effective Planning & decision making
 2. Communication Skills, written & verbal
 3. Develops and fosters effective relationships
 - a. Both within and outside the Township Bd
 - b. Complies with applicable policies & procedures
 4. Management of Financial Resources
 - a. Assist with the annual budget
 - b. Monitor and manage all expenses within the approved budget
2. Questions Raised:
 - a. Plow Position
 - b. Township Mail Handling
 - c. Accusations against the board