

**BLOOMINGTON-NORMAL AIRPORT AUTHORITY  
BOARD OF COMMISSIONERS  
PERSONNEL COMMITTEE MEETING REPORT  
Tuesday, February 13, 2018  
3:30 p.m.**

Commissioner Whisman called the meeting to order at 3:33 p.m. Commissioner Denault, Commissioner Jay Alan - as Ex Officio, Executive Director Carl Olson, and Executive Assistant Lynnette Hindman were present. A quorum was acknowledged.

The Committee approved the meeting report from the August 25, 2017 meeting.

The Airport Authority last did a comprehensive salary study in 2009, which was then updated in 2012. The matrix has been dormant since. During the 5 year period there were retirements, change in staff members, as well as a number of the staff members reaching the top of the salary matrix. The Personnel Committee requested Staff to complete a new study. This past autumn Airport Staff engaged the firm of Total Rewards Consulting Inc. to conduct a salary study which involved reviewing the Authority's current salary matrix, researching current market/industry levels, and making a recommendation for updating the current materials as needed. The firm was excellent to work with, the project came in on time and the cost was actually lower than the 2009 study. The sources of the study were quite complex, using a series of human resource documentation, as well airport specific salary survey done by Airport's Council International ( ACINA). Based on feedback from the Board members in 2009, Staff was directed that the Board wanted the philosophy of the Airport Authority to try and work towards staying with the salaries being at the 50<sup>th</sup> percentile of the salary study. The results of the analysis show that for the most part, all the current salaries are within a small range of the 50<sup>th</sup> percentile, except for a couple of positions. Some of those positions can be handled with regular performance reviews. The survey did however, reveal that the operations supervisor position was below market, both in the starting salary and the salary range. Keeping in mind that this position sees a high level of turnover, a discussion ensued with the consultant about creating a 2 tiered salary scale. There would be an entry level salary range and then once an individual could demonstrate proficiency in all aspects of airport operations, they would be able to step up to the 2nd level (Operations Specialist II). This position would have a higher salary structure. Staff recommended that the title of the position be changed from Operations Supervisor to Operations Specialist I and Operations Specialist II. Staff would also like to reintroduce the idea of an Operations Intern. Commissioner Denault recommended that Staff check in yearly with Total Rewards Consulting or the businesses in the community to find out what the cost of labor is and to bring any chances to the Committee for review and recommendation to the full Board for approval.

A motion was made to approve and recommend to the full board, the proposed 2018 pay range matrix and that it be reviewed annually by local cost of labor adjustments, with a complete market refresh done every 3 to 5 years. The motion was seconded and upon a unanimous vote, the motion carried.

The Committee briefly discussed the IMRF post tax, pre-tax deductions. Staff will gather more information and share that with the Committee.

There being no other business to come before the committee, the meeting adjourned at 4:17 p.m.

  
Signature

4-9-19  
Date