

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 3, 2014 MEETING MINUTES

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Lakes Regional Airport Commission was called to order at 9:30 a.m., in the Airport Conference Room, by Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Gary Scheeler; Don Jacobson, Vice Chair; Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; and Jeff Czeczok. Also present: Jeff Wig, Airport Manager and Raini Mohler, Airport Secretary. Bob Cohrs and Shawn McMahon, Consulting Engineers, participated via telephone.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE AGENDA BE APPROVED AS PRESENTED.

CONSENT CALENDAR AND APPROVAL TO PAY BILLS – Approved.

Approval of Minutes of the Regular Meeting of March 6, 2014, with Financial Report of February 2014, as Distributed.

MOVED AND SECONDED BY JACOBSON AND SCHEELER THAT THE CONSENT CALENDAR BE APPROVED AND THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS THAT WERE LISTED IN THE REPORT IN THE PACKETS AND THE BILLS WHICH ARRIVED LATER AND WERE E-MAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, all members voted “aye,” except Commissioner Czeczok who voted “no.”

PUBLIC FORUM – Introductions.

TENANT PRESENTATION – Civil Air Patrol.

Jacob Heffron, Squadron Commander, gave a brief summary of his background and spoke about the Civil Air Patrol and its mission. He explained that the cadet program, designed for twelve to eighteen year olds, teaches leadership skills and core values in addition to flying, and noted that the cadets can take advantage of flight instruction and ground school at an economical rate. He also explained that the CAP participates in emergency services including missing aircraft on land, disaster relief, and sand bagging for floods. In addition, the CAP prepares young adults for their future and many graduates of the program had excelled in various fields.

REPORTS

Airport Manager

1. Grant for Septic System and RW Lighting Regulator – Status of.

2. Enplanements – March enplanements up 20% over last year.

3. Consultant Selection Process – Discussion.

The five-year consultant agreement was up in February 2015, but the Manager suggested seeking RFQ's earlier.

4. Marketing Committee – Update.

The Marketing Committee met this past Monday. One of the action items discussed was an outreach to the larger resorts and convention resorts in the area.

5. Intern Projects – Update.

Sarah Caton updated the Commission on her projects, including the upcoming tours of the Airport by several area schools, the ongoing surveys of our passengers, preparing items for the public surplus auction, cataloguing leases and collecting e-mails from the hangar tenants.

Consulting Engineer

1. Reports on GA Terminal Remodel and Sewer/Water Project – Available next week.

The engineers advised the Commission that the reports on the ga terminal remodel and sewer/water projects were completed. Next week, the engineers would deliver a hard copy of the reports to the Manager and electronic versions would be available for the Commission.

OLD BUSINESS – None.

NEW BUSINESS

1. Summer Event – Discussion.

Commissioner Jacobson asked whether a special event was planned for this summer. The Manager noted that the DNR Tanker Base would be hosting a birthday celebration for Smokey the Bear and the Airport would tag onto that event.

Hosting a military precision flying team two to three years down the road was discussed.

2. Changes to FAA Third Class Medical Requirements – Discussion.

It was noted that the FAA was considering changes to the third class medical requirements which would result in less restrictive requirements and potentially allow thousands of ga pilots to return to flying.

The Commission agreed that a letter of support should be sent to AOPA. The Manager would check whether there was a "form letter of support" available from AOPA and would provide that letter, if available, to the Commission at the May meeting.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next meeting.

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:26 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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