

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
JANUARY 9, 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: Andy Larson, Chair; Jeff Czczok; Gary Scheeler; Don Jacobson, Vice Chair; and Trudi Amundson. Also present: Jeff Wig, Airport Manager; Bob Cohrs and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Rachel Reabe Nystrom. (Commissioner Nystrom arrived at 9:32 a.m.)

**REVIEW AND APPROVAL OF AGENDA – Approved.**

Kevin Dennison, the new ARFF/Maintenance employee, was introduced and welcomed.

Sarah Caton, the Airport's intern was introduced and welcomed. She would begin work January 20.

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

**APPOINTMENT CHAIR/VICE CHAIR – Larson, Chair; Jacobson, Vice Chair.**

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, THAT ANDY LARSON SERVE AS COMMISSION CHAIR.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT DON JACOBSON SERVE AS VICE CHAIR.

**APPOINTMENT OF COMMISSIONERS – Council reappointed Scheeler.**

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of December 5, 2013, with Financial Report of November 2013 as Distributed.

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE CONSENT CALENDAR WITH AMENDED MINUTES OF DECEMBER 5, 2013 BE APPROVED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY JACOBSON AND SCHEELER THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS AS SUBMITTED.

Upon roll call, all members voted "aye."

**PUBLIC FORUM – None.**

**REPORTS**

**Airport Manager**

**1. Snow Removal – Discussion.**

The Manager noted that snow removal had consumed a large portion of staff's time from December 2 to December 25. The new snow plow was delivered and training would follow shortly. The old one would be put out for sealed bids to other airports.

**2. Septic System – Modifications needed to keep it functioning.**

**3. Aviation Day – Discussion.**

Aviation Day at the Capitol was scheduled for March 5. This was an excellent venue to visit with State Senators and Representatives. The Manager would e-mail additional information to the Commission.

**Leases Committee – Discussion.**

At the recent Leases Committee meetings, discussion centered on the FBO building their own building. One of the FBO's proposal was that rental payments would decrease in exchange for them building their own building. A new detailed lease would be needed and the Manager had been checking into how other airports handled the issue.

**Economic and Commercial Development Committee – Discussion.**

Meeting notes were included in the Commission packets. The meeting scheduled for January 21 would need to be rescheduled because the Manager would be travelling to St. George, Utah to meet with SkyWest representatives.

**Consulting Engineer**

**1. GA Terminal Remodel – Approved concept of third option.**

Architectural Alliance staff was introduced. The three options were discussed in more detail, including preliminary costs and estimated square footage. Option One would remodel the existing building within the current footprint, Option Two would remodel the existing space and add space toward the east and front of the existing building and Option Three would replace the existing facility. Option Three would require the Commission to provide for café space, the pilot briefing room and pilot lounge. Airmotive would build their own building on leased Airport land. At the present time, it was estimated that 62% of the building would be eligible for federal funding which would be at the 90% level. It was possible that the State would participate as well.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION APPROVE OPTION THREE AS THE CONCEPT TO BE CONSIDERED FOR THE GA TERMINAL PROJECT.

**OLD BUSINESS**

The Manager presented a plaque of appreciation to outgoing Commissioner Pfingsten.

**NEW BUSINESS** – None.

**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:21 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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