

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JULY 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: Rachel Reabe Nystrom; Andy Larson, Chair; Jeff Czczok; Gary Scheeler; Don Jacobson, Vice Chair; and Trudi Amundson. Also present: Jeff Wig, Airport Manager; Joel Dresel and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of June 5, 2014, with Financial Report of May 2014, as Distributed.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON AND NYSTROM 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.”

PUBLIC FORUM

1. Presentation on WHA and WHMP – Ron Peterson.

The Airport requested letters of interest from qualified firms for qualified biologist services to perform a Wildlife Hazard Assessment (WHA) and develop a Wildlife Hazard Management Plan (WHMP). Ron Peterson of Peterson Environmental Consulting had submitted a letter of interest and a statement of qualifications. He was at the meeting to explain his proposal, provide additional information regarding the process and distribute copies of two FAA memorandums which he had e-mailed to the Commission earlier. According to the FAA information provided by Mr. Peterson, if an airport reviewed proposals from the private sector and determined that it would use the United States Department of Agriculture Wildlife Service (USDAWS) for the wildlife assessment and plan, the airport would need to provide a written statement certifying that the use of the USDAWS was required because the private enterprise system could not reasonably and expeditiously provide those services through ordinary business channels.

Mr. Peterson felt that the USDAWS should not be used because he could provide those services reasonably and expeditiously. The Commission would address the issue under agenda item #9.

PRELIMINARY 2015 BUDGET – Discussion.

Certain revenue accounts reflected increases, including an additional \$15,000 from the State for M & O, a requested increase to the appropriation from the City and County, and a 1.5% increase in t-hangar rent.

Several expense accounts were discussed, including health care, phone, office supplies, marketing and legal. For the 2016 budget, alternative health care options should be explored. The increase to the phone account was due to a required annual system upgrade and the increase to office supplies included costs associated with services provided by MARCO which were unknown at the present time. The marketing account reflected the local share of a potential marketing grant. The legal account was increased to pay for the preparation of minimum standards and it was questioned whether that cost could be accommodated by the cumulative legal account.

MOVED AND SECONDED BY JACOBSON AND SCHEELER THAT THE PRELIMINARY BUDGET BE SUBJECT TO FINAL APPROVAL IN AUGUST, PENDING JUSTIFICATION OF THE OFFICE SUPPLIES ACCOUNT AND MARKETING ACCOUNT AND THE DETERMINATION WHETHER THE BALANCE SHEET CUMULATIVE LEGAL ACCOUNT SHOULD BE USED RATHER THAN INCREASE THE BUDGET'S LEGAL ACCOUNT.

Upon roll call, all members voted "aye."

The budget process was reviewed and it was questioned whether the Chair needed to participate in the process prior to presentation to the Commission.

RENEWAL OF COUNTY GARAGE LEASE – Approved.

It was noted that the original lease for the County garage from 2005 should have been included in the packets. The Manager explained the parameters of the lease and noted that the lease provided for five renewals, each renewal for three years, and this was the third renewal.

MOVED AND SECONDED BY JACOBSON AND CZECZOK THAT THE COMMISSION APPROVE THE THIRD RENEWAL OF THE COUNTY GARAGE LEASE WITH THE LEASE RATES TO BE ADJUSTED ANNUALLY BY THE APPROPRIATE CONSUMER PRICE INDEX (CPI).

Upon roll call, all members voted "aye."

WILDLIFE PLAN UPDATE – Awarded to Petersen Environmental Consulting.

During discussion, it was noted that the USDAWS cost estimate provided was \$6,840 less than the private sector pricing obtained from Mr. Peterson's firm. The Manager noted that he had consulted frequently with Andy Peek of the FAA District Office and had been told that considering the

qualifications and lower cost of USDAWS, the FAA would likely find it acceptable to contract with USDAWS.

The Chair stated that after consultation with the County Attorney, he was unsure how much latitude the Commission had regarding accepting a higher priced quote. Discussion continued and it was noted that all bids could be rejected and the Commission could start the process again. The Manager pointed out that this was the last Commission meeting before the Federal fiscal year 2014 grant deadline and that if the selection process were re-started, the project funding would be pushed back for a year. Mr. Dresel cautioned the Commission that this was not a "bidding" process. This process was to determine the best firm to provide services within the guidance provided by FAA. It was noted that Mr. Peterson's name was on the generally accepted list of qualified wildlife biologist consultants provided by Embry Riddle University.

MOVED BY SCHEELER THAT THE COMMISSION AWARD THE WHA AND WHMP PROJECT TO THE USDAWS BASED ON THE ADVICE OF THE COUNTY ATTORNEY AND MANAGEMENT'S RECOMMENDATION, SUBJECT TO THE RECEIPT OF FEDERAL AND STATE FUNDING.

Motion failed for lack of a second.

The Commission did not feel it could provide a written statement certifying that the use of USDAWS was required because a private business could not provide the services. Mr. Peterson's firm seemed capable of providing services reasonably and expeditiously.

MOVED AND SECONDED BY CZECZOK AND JACOBSON THAT THE COMMISSION AWARD THE WHA AND WHMP PROJECT TO PETERSON ENVIRONMENTAL CONSULTING, FOR FORTY-TWO THOUSAND SIX HUNDRED FORTY DOLLARS (\$42,640) SUBJECT TO THE RECEIPT OF FEDERAL AND STATE FUNDING, SINCE HE WAS AN INDIVIDUAL QUALIFIED TO PERFORM THE SERVICES.

Upon roll call, all members voted "aye," except Commissioner Scheeler.

CREDIT CARD POLICY – Approved.

It was asked what the credit limit was on the Airport's credit card so the Manager would check with City Hall. It was agreed that the first sentence of the policy should be changed to reflect that it was the Airport Manager who was approving the employees' use of the credit card, not the Commission.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE CREDIT CARD POLICY BE APPROVED AS SUBMITTED WITH THE CHANGE NOTED IF ACCEPTABLE TO CITY HALL.

RESOLUTION TO ACCEPT STATE GRANT FOR SEPTIC AND REGULATOR REPAIR – Adopted.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT IT IS RESOLVED THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1)

THAT THE STATE OF MINNESOTA AGREEMENT NO. 06012, "GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION," FOR STATE PROJECT NO. A1801-112 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT MANAGER ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

The total project cost was \$31,273.91 with the State contributing \$25,019.13. The local share was \$6,254.78.

REPORTS

Airport Manager

1. Newsletter Article – Submit to DISPATCH as guest editorial.

Consulting Engineer

1. Crack Seal Project – Awarded project to lowest bid.

The low bidder for the crack seal project was Struck and Irwin Paving for \$67,551 and it was the recommendation of SEH that the Commission award the project to them.

MOVED AND SECONDED BY SCHEELER AND JACOBSON THAT THE COMMISSION AWARD THE CRACK SEAL PROJECT TO THE LOW BIDDER, STRUCK AND IRWIN PAVING, DEFOREST, WISCONSIN, FOR SIXTY-SEVEN THOUSAND FIVE HUNDRED FIFTY-ONE DOLLARS AND ZERO CENTS (\$67,551.00), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING.

Upon roll call, all members voted "aye."

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION AUTHORIZE SEH TO APPLY FOR THE FEDERAL GRANT AND AUTHORIZE THE CHAIR AND/OR VICE CHAIR TO SIGN THE GRANT UPON RECEIPT, SIGNIFYING AIRPORT COMMISSION ACCEPTANCE OF THE GRANT AND GRANT CONDITIONS.

Mr. McMahon distributed a diagram of the Airport's pavement section identifying portions eligible for federal funding. Due to strict and intricate FAA guidelines, the diagram was quite complex with various portions not eligible for funding for one reason or another and the Commission agreed it was a labor intensive exercise compiling the data.

OLD BUSINESS – None.

NEW BUSINESS – None.

NEXT MEETING

It was noted that the August meeting would be one week late and held on August 14. All commissioners present indicated that they would be able to attend.

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:06 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager
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