

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
MARCH 6, 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: Jeff Czczok; Gary Scheeler; Don Jacobson, Vice Chair; and Andy Larson, Chair. Also present: Jeff Wig, Airport Manager; Bob Cohrs and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson and Rachel Reabe Nystrom.

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

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

**CONSENT CALENDAR – Approved.**

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

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY SCHEELER AND JACOBSON 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 AND THAT THE MANAGER SEND COPIES OF THE SEPTIC REPAIR BILLS TO THE LEGISLATORS TO BACK UP THE AIRPORT'S REQUEST FOR CITY SEWER.

Upon roll call, all members voted "aye."

**PUBLIC FORUM – None.**

**TENANT PRESENTATION – Brainerd Helicopter Service.**

Lee Andrew, owner of Brainerd Helicopter Services, gave a brief history of his company and shared some interesting anecdotes. In 1973, he gave helicopter rides at Paul Bunyanland and two years later began an association with the DNR for fire patrol. He later also took on pipeline and power line work and moved to the Airport in 1988.

**AIRPORT AUTHORITY – Discussion.**

Commissioner Jacobson had requested that the discussion of an airport authority be

on the agenda. During a brief discussion, it was noted that the City and County needed to establish the authority and there did not appear to be any interest at the present time from those entities. The Manager would forward the State statute on establishing airport authorities to the Commission.

## **REPORTS**

### **Airport Manager**

- 1. February Flights – Manager to send Commission number of February cancellations.**
- 2. Federal Grant Funds – Airport again entitled to 95% due to the area again being classified as economically disadvantaged.**
- 3. State Grant for Septic Issues – Discussion.**

The State would issue a grant for the costs associated with the septic system problems, plus allow the Airport to add costs for a new lighting control for Runway 5/23.

### **4. Intern Projects – Discussion.**

Sarah Caton updated the Commission on her projects, including the upcoming career day at CLC, the tour program at the Airport in late April and a loyalty program aimed at the Airport's frequent flyers.

### **5. Strategic Planning Update – Discussion.**

The Manager handed out the strategic goals document updated through February and expanded on the status of several of the items listed. Enplanements were running 11 to 29% ahead of last year, Sun Country was approached about increasing charters, aviation fuel pumped increased 30% over 2012 and the Marketing Committee was working on five action items to further increase enplanements.

### **Leases Committee – Approved consideration of option 4 for GA project.**

Commissioner Jacobson reported on the latest development of the GA remodeling project. Based on discussions at the recent Leases Committee meeting, a fourth option had surfaced in addition to the previous three remodeling options. The fourth option called for a new building attached to the FBO maintenance hangar. However regardless of the option chosen, the FBO decided to delay the project until 2015.

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE CONSIDERATION OF REVIEWING OPTION 4 IN ADDITION TO OPTION 3 FOR THE GA TERMINAL REMODELING PROJECT.

Commission Scheeler voted “no,” because this was the first he had heard about this option and did not have enough information.

**Consulting Engineer**

**1. Sewer/Water Project – Discussion.**

The engineers and Manager met yesterday with MnDOT and FAA officials to discuss the sewer/water project. The FAA would pay a prorated share for the on-site option and those funds could be applied to the City option. MnDOT would participate at some level as well. The Commission needed to wait for the outcome of the bonding bill before all the details could be finely tuned.

**2. GA Terminal Project – Discussion.**

Both the FAA and MnDOT backed down from participating in the GA terminal project at the 60-65% level, but a new level was not determined.

**OLD BUSINESS** – Updated list of Commission contact information would be sent.

**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 SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:51 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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