

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
MAY 1, 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 Vice Chair Don Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Trudi Amundson; Rachel Reabe Nystrom; Jeff Czczok; and Gary Scheeler. Also present: Jeff Wig, Airport Manager; Joel Dresel and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson.

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

The August meeting needed to be rescheduled, which would be brought up under New Business.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED AS AMENDED.

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of April 3, 2014, with Financial Report of March 2014, as Distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY SCHEELER AND CZECZOK 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.

Commissioner Jacobson questioned the septic bills and was told there were no more invoices coming. He suggested that a letter be sent to the legislators outlining the cost to repair the septic.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM**

**1. Letter for Intern – Approved.**

The Manager indicated that today was Sarah Caton’s last meeting and he was very pleased with her internship.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE MANAGER PREPARE A COMPLIMENTARY LETTER OF RECOMMENDATION FOR THE INTERN.

## **2. Introductions.**

## **3. AOPA Presentation – Discussion.**

Mike Petersen invited everyone to the Aircraft Owners and Pilots Association (AOPA) presentation on May 6. The new AOPA president, Mark Baker, was holding a town hall meeting at the Airport which was quite an achievement for an airport our size. It was noted that Glen Nygard was instrumental in getting Mr. Baker to come to the Airport.

## **4. Moment of Silence for Alan Cibuzar.**

A moment of silence was held for Alan Cibuzar, the owner of AW Research Laboratories.

## **TENANT PRESENTATION – DNR Tanker Base.**

Keith Riedel and Sandie Youngblom gave a presentation on the Department of Natural Resources (DNR) tanker base. They spoke about the aircraft used for fire suppression and noted that the Brainerd base had exclusive use of a helicopter to fight fires. The fire season at Brainerd normally lasted 42 days and began with ice out.

## **FBO QUARTERLY REPORT – Discussion.**

Mike Monahan was unavailable so the Manager reported that it had been a slow winter due to the bad weather, but there had been some response to Airmotive's radio ads for flight instruction. The old simulator room was painted and recarpeted to accommodate a salesman for the Kodiak planes.

## **RESOLUTION OF SUPPORT ON CHANGES TO THIRD CLASS MEDICAL REQUIREMENTS – Adopted.**

MOVED AND SECONDED BY CZECZOK AND SCHEELER THAT THE COMMISSION ADOPT RESOLUTION 2014:02 IN SUPPORT OF THE PROPOSED GENERAL AVIATION PILOT PROTECTION ACT, WHEREAS HUNDREDS OF THOUSANDS OF QUALIFIED PILOTS FACE EXPENSIVE REGULATORY BURDENS IN COMPLYING WITH THE THIRD CLASS MEDICAL REQUIREMENT IN ORDER TO ENJOY THE FREEDOM OF PRIVATE FLIGHT; AND WHEREAS THE LIGHT SPORT AIRCRAFT (LSA) CATEGORY INTRODUCED IN 2004, WHICH PERMITS PILOTS TO OPERATE CERTAIN TYPES OF AIRCRAFT WITH A VALID DRIVER'S LICENSE IN LIEU OF A TRADITIONAL MEDICAL CERTIFICATE, HAS BEEN A RESOUNDING SUCCESS; AND WHEREAS IT HAS BEEN SHOWN THAT THERE IS NO SIGNIFICANT DIFFERENCE BETWEEN THE MEDICALLY-RELATED INCIDENT RATE OF LIGHT SPORT PILOTS AND PILOTS WITH TRADITIONAL CERTIFICATES; AND WHEREAS ELIMINATING THE REQUIREMENT OF A THIRD CLASS MEDICAL CERTIFICATE WOULD OFFER A MEANINGFUL WAY TO SAVE TAX DOLLARS AND CUT REGULATORY BURDENS, BOOST THE VITALITY OF OUR NATION'S GENERAL AVIATION SYSTEM, BUILD COMMERCE, AID COMMUNITIES AND CREATE JOBS; NOW, THEREFORE, BE IT RESOLVED THAT THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION SUPPORTS THE GENERAL AVIATION PILOT PROTECTION ACT (SENATE FILE 2103 AND HOUSE OF REPRESENTATIVES FILE 3708) AND URGES OUR MINNESOTA

REPRESENTATIVES AND SENATORS TO BECOME CO-SPONSORS OF THE BILL.

Upon roll call, all members voted "aye."

It was agreed that the Resolution should be sent to all federal legislators from Minnesota.

## **REPORTS**

### **Airport Manager**

#### **1. Marketing Committee – Update.**

Short term goals were set, including meeting with more businesses that have many employees who fly frequently on business, conducting quarterly passenger surveys and meeting with the sales managers of the area's conference resorts.

#### **2. Economic and Commercial Development Committee – Update.**

The Committee would meet again after the sewer/water bonding decision was made because of the impact of sewer and water on the development of an air park.

### **Intern**

#### **1. Passenger Surveys – Results.**

Sarah Caton shared results of the passenger surveys she conducted. Most of our travelers came from Brainerd and Nisswa, especially for the morning flight, and Dallas and Florida were the top destinations.

#### **2. Career Day – Discussion.**

Approximately 60 students participated in the recent Career Day at the Airport and Ms. Caton received positive feedback from the schools.

### **Interior Designer**

#### **1. Main Terminal Design Project – Update.**

Danae Anderson updated the Commission on Phase 3 of the interior design project for the main terminal. Acoustical canvas artwork would be placed at the restroom entrances to try to muffle some of the sound. She was working on the history wall and encouraged anyone with historic artifacts to contact Airport Administration.

### **Consulting Engineer**

#### **1. Steps Required to Pursue Connection to City Sewer/Water – Discussion.**

The engineers discussed the schedule and cost for the sewer/water project. All the details were not finely tuned as yet, but based on a favorable bonding decision, the design of the City sewer/water line would commence in July, with permitting in February 2015. Construction would begin in April 2015 with substantial completion in November 2015. The Airport would start an environmental analysis in July 2014, with design of the Airport portion of the line beginning in March 2015. Construction would start in May 2016 with substantial completion by November 2016.

Although a final eligibility determination was needed for the project, potential sources of funding included the FAA and MnDOT Aeronautics.

### **OLD BUSINESS**

**1. RFQ's for Consultant Selection – Discuss at June meeting.**

### **NEW BUSINESS**

**1. August Meeting – Rescheduled to August 14.**

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE AUGUST COMMISSION MEETING BE RESCHEDULED TO AUGUST 14, 2014.

**2. Tour of the Airport Facility – After the June meeting.**

**3. Change of Meeting Dates – June agenda item.**

In order to better accommodate the billing cycle of Airport vendors, moving the Commission meeting to the second Thursday of the month would be discussed at the June meeting.

### **NEXT MEETING**

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

### **ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:10 A.M., TO THE AOPA PRESENTATION ON MAY 6, 2014 BEGINNING AT 5:00 P.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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