

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
NOVEMBER 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 Vice Chair Don Jacobson.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Jeff Czczok; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Jeff Wig, Airport Manager; Paul Strege, Michelle Baird, Matt Dubbe from Mead & Hunt; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson.

REVIEW AND APPROVAL OF AGENDA – Approved.

The Manager's evaluation, scheduled for after the meeting, would be rescheduled for after the December meeting.

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 October 2, 2014, with Financial Report of September 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 AS SUBMITTED.

Upon roll call, all members voted "aye."

PUBLIC FORUM – Introductions.

FBO QUARTERLY REPORT – Discussed.

General Manager Mark Mathisen reported that fuel sales were up 8% this past quarter and Airmotive would be adding a second Jet A truck. There were currently eight students enrolled in flight training and Airmotive was handling the aircraft management for a local group of businesses.

Airmotive could not support a Part 135 charter, but could refer people to three charter services. Since last spring, there had been only four requests for charters.

ESSENTIAL AIR SERVICE RESOLUTION – Adopted.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION ADOPT AND AUTHORIZE THE CHAIR AND MANAGER TO SIGN THE FOLLOWING RESOLUTION: WHEREAS SKYWEST HAS PROVIDED EXCELLENT SERVICE TO THE BRAINERD LAKES REGIONAL AIRPORT; AND WHEREAS THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION FEELS IT IS IN THE BEST INTEREST OF THE COMMUNITY TO CONTINUE WITH SKYWEST AS OUR AIR CARRIER; AND WHEREAS SKYWEST AIRLINES IS THE SOLE BIDDER ON THE BRAINERD LAKES REGIONAL AIRPORT ESSENTIAL AIR SERVICE FOR THE NEW CONTRACT PERIOD BEGINNING FEBRUARY 1, 2015; THEREFORE THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION IS IN SUPPORT OF THE U.S. DEPARTMENT OF TRANSPORTATION APPROVING SKYWEST'S ESSENTIAL AIR SERVICE BID FOR SERVICE.

CAPITAL IMPROVEMENT PROGRAM – Approved submittal.

The prospective capital projects listing was discussed. MnDOT preferred airports plan many years out with their "wish list" to protect the State's Aviation Fund. It was noted that the listing was preliminary and did not commit the Airport to any project.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE CAPITAL IMPROVEMENT PROGRAM AS PRESENTED BE SUBMITTED TO MNDOT WITH THE UNDERSTANDING THAT THE PROJECTS WERE NOT LISTED IN ANY PARTICULAR ORDER OF PRIORITY AND THE AIRPORT WAS NOT COMMITTING TO ANY PROJECT.

CHANGE OF COMMISSION MEETING DATE – Third Thursday.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE AIRPORT COMMISSION MEET ON THE THIRD THURSDAY OF THE MONTH BEGINNING JANUARY 2015.

REPORTS

Airport Manager

1. Enplanements – Discussion.

October enplanements were up 16% over October of 2013. A new schedule would start in January with an earlier morning departure and possible later night arrival.

There would be another Sun Country charter in early December.

2. Business After Hours – February 10, 2015.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT THE COMMISSION HAVE A CHAMBER OF COMMERCE BUSINESS AFTER HOURS FEBRUARY 10, 2015.

3. Sewer and Water – Manager to begin process.

The local option sales tax passed so the Airport needed to start the process of getting City sewer and water to the Airport. Meetings with MnDOT, the FAA and Brainerd and Baxter officials were needed.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT THE MANAGER MEET WITH THE NECESSARY PEOPLE AND ENTITIES TO GET THE PROCESS OF EXTENDING CITY SEWER AND WATER TO THE AIRPORT.

The Manager would present a timeline for the project at the December meeting.

Consulting Engineer

The Commission welcomed the staff of Mead and Hunt. They expressed their eagerness and commitment to begin work on the sewer/water project and assured the Commission that they had access to previous preliminary work completed by SEH.

OLD BUSINESS

A brief discussion occurred regarding the conflict of interest concern at the Airport three years ago.

MOVED AND SECONDED BY NYSTROM AND SCHEELER THAT THE AIRPORT MANAGER PUT TOGETHER A REPORT ON THE FACTS REGARDING THE

CONFLICT OF INTEREST CONCERN AT THE AIRPORT INVOLVING SEH, KUEPERS CONSTRUCTION AND THE AIRPORT COMMISSION AND PRIOR TO PREPARING THE REPORT, THE MANAGER WOULD CONSULT WITH THE COUNTY ATTORNEY AND REPORT TO THE COMMISSION IN DECEMBER.

Commissioners Nystrom and Scheeler voted “aye;” Commissioner Amundson abstained; and Commissioners Czczok and Jacobson voted “no.” Motion failed.

As the motion failed, it was determined that the Manager should investigate the possibility of proceeding with the aforementioned.

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 11:02 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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