

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
OCTOBER 2, 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: Don Jacobson, Vice Chair; Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; Jeff Czczok; and Gary Scheeler. Also present: Jeff Wig, Airport Manager; Bob Cohrs, Joel Dresel and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

Under “New Business,” there would be two items: schedule the Manager’s annual evaluation and discuss/act on the resolution to accept the FAA grant.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of September 4, 2014, with Financial Report of August 2014, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON AND SCHEELER 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 MEETNG.

The Manager noted that the Crescent Electric bills were for LED lights to replace the hangar outdoor lights. The Airport would be receiving a \$2,000 rebate for the purchase and payback was three years.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions.

RESOLUTION TO ACCEPT STATE GRANT FOR PICKUP TRUCK AND MOWER – Adopted.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 06655, “GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION,” FOR STATE PROJECT NO. A1801-114 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 project total equaled \$94,575.59 with State funds of \$77,660.47 and a local share of \$16,915.12.

REPORTS

Airport Manager

1. Economic and Commercial Development Committee– Discussion.

University of Minnesota and Department of Employment and Economic Development researchers were scheduled to attend the next meeting of the Economic and Commercial Development Committee, along with John DeCoster of Trillion Aviation.

2. Marketing Committee – Discussion.

Potential vacation packages were discussed at the last Marketing Committee meeting.

3. Possible Leases Committee Meeting – Discussion.

The FBO was interested in leasing additional space at the Airport so a Lease Committee meeting may be needed within the next month or so.

5. Essential Air Service Bid – Discussion.

SkyWest was the only airline to bid on service to Brainerd. The bid included all flights exclusive to Brainerd with the last flight of the day overnighing.

Consulting Engineer

1. Crack Seal Project – Project would begin mid-October and take up to five days.

OLD BUSINESS – None.

NEW BUSINESS

1. Manager’s Annual Evaluation – To follow November meeting.

The Manager’s evaluation would take place after the November Commission meeting and would be a closed session per the Manager’s wishes.

2. Chuck Marohn – Manager to meet.

Commissioner Scheeler advised the Commission that Chuck Marohn, who was associated with an organization promoting strong communities, had been saying negative things about Brainerd and the Airport. It was agreed that the Manager should meet with Mr. Marohn to discuss his concerns about the Airport.

3. Resolution to Accept FAA Grant – Adopted.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 06795, “GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION,” FOR STATE PROJECT NO. A1801-113 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 projects totaled \$735,303.50. The federal share would be \$694,857, the State share would be \$20,683.05 and the local share would be \$19,763.45.

NEXT MEETING

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

CONSULTANT ENGINEER INTERVIEWS/SELECTION – Mead and Hunt chosen.

Engineers from Mead and Hunt left the meeting although they were welcome to stay because the meeting was still an open meeting.

Based on a coin toss, SEH would present their proposal first.

Joel Dresel from SEH began their presentation by stating how proud SEH was of the Brainerd Airport and their role in its expansion. During the presentation, SEH's close physical proximity to MnDOT and FAA offices was noted as was the firm's involvement in the Brainerd community. Mr. Dresel touched on his firm's list of accomplishments at the Airport over the last 21 years and the firm's ability to find funding sources in addition to FAA and State grants. Other staff members were introduced and spoke about their areas of expertise including the development of minimum operating standards, building infrastructure and developing and expanding air parks. Following the presentation, SEH staff left.

The Commission took a break at 10:45 a.m. When the meeting resumed at 10:52 a.m., Mead and Hunt made their presentation.

Paul Strege began the presentation by mentioning that Mead and Hunt had aviation experience since World War II and were non-hub regional airport experts. The firm had a fully integrated team in house with national and local resources. Their team included an architectural design leader, a financial team leader and a civil engineering leader in addition to a firm wide staff of over 200 aviation professionals. Mead and Hunt had a 70 year history of reconciling needs and wants of airports and completing projects on time and on budget. The firm had an understanding of industry trends and regulations and would be advocates for the Airport. Following the presentation, Mead and Hunt associates left.

Prior to the Commission discussing the two presentations, ARFF/Maintenance employee Jim Wulf shared his concerns regarding some training and implementation issues arising from the terminal project. He indicated that some of those issues were still in the process of being resolved.

The Manager shared the results of checking on the two firms' references and both were highly thought of in the industry.

MOVED AND SECONDED BY SCHEELER AND JACOBSON THAT THE COMMISSION RETAIN THE FIRM OF MEAD AND HUNT AS THE AIRPORT'S CONSULTING ENGINEERS FOR FIVE YEARS EFFECTIVE WITH TODAY'S DATE.

Discussion centered on whether there was a benefit in waiting before retaining the new firm or whether it even made a difference.

Motion was withdrawn.

MOVED AND SECONDED BY JACOBSON AND CZECZOK THAT THE COMMISSION DELAY AN OFFICIAL DETERMINATION OF A CONSULTING ENGINEER FIRM UNTIL THE NOVEMBER MEETING.

Motion was withdrawn.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION RETAIN MEAD AND HUNT AS ITS CONSULTING ENGINEER FIRM EFFECTIVE NOVEMBER 1, 2014.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 12:36 P.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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