

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
SEPTEMBER 4, 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 9:34 a.m., in the Airport Conference Room, by Vice Chair Don Jacobson.

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

Commission members noted absent: Andy Larson and Rachel Reabe Nystrom. (Commissioner Nystrom arrived at 9:35 a.m.)

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of August 14, 2014, with Financial Report of July 2014, as Distributed.

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

Commissioner Czczok abstained because computer issues prevented him from reviewing the minutes and Commissioner Amundson abstained because she was not at the August meeting.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON 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.”

It was noted that the Airport was still experiencing problems with the septic system and the bills included a repair bill for the pump.

PUBLIC FORUM – None; no public in attendance.

REPORTS

Airport Manager

1. ASOS Accuracy – Discussed.

The ASOS was out of commission today, so Maintenance/ARFF staff reported the weather so SkyWest could land. Due to the location of the ASOS in a low spot, it often times reported fog when fog was not technically present. It would be researched whether a relocation was possible.

2. Essential Air Service (EAS) Contract – SkyWest likely to be only bidder.

3. CIP Meeting in October – Discussion.

The FAA and MnDOT would come to Brainerd to discuss the Airport's capital improvement program. Commissioners planning to attend needed to contact the office two weeks in advance of the meeting so a notice could be sent to the paper.

4. Air TAP Conference – Discussion.

The Air TAP conference would be at Cragun's Resort October 9 and 10. One of the topics of discussion would be energy saving and efficiency. On October 9, the participants would tour the Airport and stay for lunch.

5. Economic and Commercial Development Update – Discussion.

The minutes of the recent Economic and Commercial Development Committee meeting were not yet available. The Manager reported that a consulting firm gave a presentation on economic development.

6. Marketing Committee Update – Discussion.

Based on a survey of the Airport's business flyers, the Airport was losing about one-half of those flyers due to the Airport's schedule. The last flight of the day needed to arrive later to accommodate many business flyers. That information would be shared with SkyWest.

Consulting Engineer

1. Crack Seal Project – Still waiting for grant.

OLD BUSINESS – None.

NEW BUSINESS – None.

NEXT MEETING

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

CONSULTANT SELECTION PROCESS – Interviews to be held at October meeting.

All engineers present were welcome to stay because the meeting was still an open meeting, but they chose to leave.

The Manager highlighted four general points he considered when reviewing the proposals. 1. Scope of services – did the firm offer more than just engineering such as air service consulting, economic development; 2) In-house services – did the firm need to contract out services; 3) What was the firm's knowledge of Part 139 airports; 4) What was the firm's involvement in statewide aeronautical organizations and events.

The Manager reviewed the process. The firm chosen would be the Airport's primary consulting firm, but each project would involve negotiating with the firm for an engineering agreement. However, the Commission could go out for another engineering firm for a project.

Each commissioner spoke on the proposals, with discussion regarding the amount of in-house offerings, grammatical and other errors in the SOQ documents, level of experience with Part 139 airports in our state and expertise on sewer and water projects and other projects in our strategic plan. Also discussed was the benefit of having the energy of a fresh start with a new firm as opposed to retaining the expertise of our existing consultants, and the impressions made by the engineers who would be our principal contacts.

The Manager discussed the levels of commercial service airport experience of the different firms, range of services provided in-house and also highlighted those firms with a non-aviation office in the Brainerd/Baxter area.

Based on responses by the commissioners and further discussion, Mead and Hunt and SEH were identified as the firms to interview.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT THE COMMISSION INVITE MEAD AND HUNT AND SEH TO INTERVIEW AT THE OCTOBER 2, 2014 AIRPORT COMMISSION MEETING AND THAT EACH FIRM BE ALLOWED 20 MINUTES FOR THEIR PRESENTATION FOLLOWED BY A QUESTIONS AND ANSWERS SESSION.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:00 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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