

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 9, 2015 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; Andy Larson, Chair; Jeff Czczok; and Gary Scheeler. Also present: Jeff Wig, Airport Manager; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary. Paul Strege, Consulting Engineer, was present on the telephone.

Commission members noted absent: Rachel Reabe Nystrom.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of March 19, 2015, with Financial Report of February 2015, as Distributed.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, 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 – Discussion.

Mark Mathisen reported that there had been only two requests for charters this past quarter. Despite the inclement weather, sales of 100 LL fuel were up. However, Jet A sales to SkyWest were still down compared to last year. Fire detection was helping make up the difference in revenue.

MAINTENANCE OF MUNICIPAL SEWER/WATER – Discussion.

Commissioners Nystrom and Scheeler, along with the Manager, met with City Engineer Jeff Hulsether to discuss annexation of the Airport to the City. It was City policy that entities needed to annex to the City to hook up to City sewer/water. The consensus of the Airport Commission was to support annexation of the Airport. The Manager reviewed the process which would start with contacting Oak Lawn Township.

INCREASED PASSENGER FACILITY CHARGE – Approved supporting.

The Manager distributed a sample letter of support from the American Association of Airport Executives (AAAE) for increasing the Passenger Facility Charge (PFC) from \$4.50 per passenger to \$7.00. The PFC had not been increased since 2000.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE AIRPORT COMMISSION SUPPORT THE INCREASE OF THE PFC TO \$7.00 PER PASSENGER AND SEND A REVISED LETTER OF SUPPORT TO CONGRESSIONAL REPRESENTATIVES.

AW RESEARCH LABORATORIES LEASE TRANSFER – Approved.

AW Research Laboratories purchased the business from Image Engineering and wanted the Image Engineering lease transferred to them.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AIRPORT COMMISSION ALLOW THE IMAGE ENGINEERING LEASE TO BE TRANSFERRED TO AW RESEARCH LABORATORIES, SUBJECT TO LEGAL REVIEW.

Discussion was held regarding the antennas located near the AW Research facility. A formal request to the FAA was needed to determine whether the antennas needed to be relocated because of construction of a new FBO facility. The process for evaluation could take a year or longer and the cost to relocate the antennas could cost \$250,000. The new FBO facility was on hold pending an outcome regarding the antennas.

ADDITION TO FBO MAINTENANCE SHOP – Approved.

Airmotive wanted to build an addition onto their shop. The proposed cost for the addition was anticipated to be less than \$100,000 so quotes would be solicited rather than bids. The Commission would pay for the construction of the addition and would recover the

cost by Airmotive paying 1% per month of the total cost as rent.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE AIRPORT COMMISSION APPROVE THE IDEA OF THE ADDITION TO THE FBO MAINTENANCE SHOP, SOLICIT QUOTES AND AMEND THE FBO LEASE TO REFLECT AIRMOTIVE'S REPAYMENT.

MOVED AND SECONDED BY SCHEELER AND CZECZOK THAT THE AIRPORT COMMISSION PAY FOR THE ENGINEERING REQUIRED FOR THE ADDITION TO THE FBO SHOP.

Upon roll call, all members voted "aye."

REPORTS

Airport Manager

- 1. September Tri-annual Emergency Exercise – Planning has begun.**
- 2. March Enplanements Up Over March 2014.**
- 3. Trip to SkyWest Headquarters – Discussion.**

The recent trip to St. George, Utah to visit with various managers of SkyWest was very productive.

Consulting Engineer

- 1. Environmental Assessment (EA) and Master Plan Update (MPU) – Action at May meeting.**

Ms. Baird updated the Commission on the status of the sewer/water project and assured the Commission that future expansion and industrial development at the Airport had been accounted for in the planning.

The engineering agreements for the EA for the sewer/water project and the MPU would need action at the May meeting for submittal to the FAA by June 1.

OLD BUSINESS

1. Funding of Sewer/Water Project – More meetings with Baxter to follow.

NEW BUSINESS – None.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:14 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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