

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
DECEMBER 17, 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 Brainerd Fire Department Training Room, by Andy Larson, Chair.

Upon roll call, the following Commission members were noted present: Jeff Czeczok; Gary Scheeler; Don Jacobson, Vice Chair; Trudi Amundson; Rachel Reabe Nystrom; and Andy Larson, Chair. Also present: Jeff Wig, Airport Manager; Michelle Baird, Consulting Engineer; Paul Strege, Consulting Engineer on the speakerphone; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

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

It was agreed that “Discussion/Action – TSA Funding,” would be added under “New Business.”

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of November 19, 2015, with Financial Report of October 2015, as Distributed.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, 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.**

**FIRE DEPARTMENT COLLABORATION – Discussion.**

Fire Chief Tim Holmes discussed his background and the past five months on the job as the new Brainerd Fire Chief. Chief Holmes participated in the Airport’s recent Part 139 emergency drill and looked forward to continued collaboration between the Fire Department and the Airport on training.

**CONTINUED AUTHORIZATION TO PAY TIME SENSITIVE BILLS – Approved.**

Due to the billing cycles of the big box stores and utilities, each month there would continue to be invoices that could not be held for payment until the monthly Commission meeting without incurring late fees.

MOVED AND SECONDED BY JACOBSON AND CZECZOK THAT THE MANAGER CONTINUE TO BE AUTHORIZED TO PAY ANY APPLICABLE TIME SENSITIVE BILLS PRIOR TO COMMISSION MEETINGS UNTIL THE END OF 2016.

Upon roll call, all members voted “aye.”

**AUTHORIZATION TO PAY YEAR-END BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE MANAGER BE AUTHORIZED TO PAY YEAR-END BILLS.

Upon roll call, all members voted “aye.”

**SUMMARY OF MANAGER EVALUATION AND SALARY ADJUSTMENT – Adjustment approved.**

The Chair reported that the Manager’s evaluation was positive and Mr. Wig rated between good and exemplary, with special commendation in terms of communication and building a positive relationship with the community at large.

MOVED AND SECONDED BY SCHEELER AND CZECZOK THAT THE MANAGER’S SALARY FOR 2016 BE INCREASED BY 2.75%.

Upon roll call, all members voted “aye.”

**REPORTS**

**Airport Manager**

**1. Year-end Budget Balances – Discussion.**

The Manager explained that the equipment maintenance budget would be exceeded at year-end because of some major needed repairs. In addition, due to the two summer storms, the Airport’s facility repair and maintenance account would take a hit despite reimbursement from insurance. On the plus side, a substantial County timber sale of storm-damaged trees would net the Airport approximately \$10,000.

**2. Viability of Regional Airline Markets – Discussion.**

The Manager touched on the long-term viability of regional airline markets in general and the need for Brainerd specifically to recognize an 8-11% growth rate per year. The Manager would meet with regional leaders in the community to help support that growth.

**Consulting Engineer**

**1. Sewer/Water Update – Discussion.**

Ms. Baird noted that the final review of the EA by the FAA was forthcoming and design of the system would begin upon receipt of a FONSI (Finding of No Significant Impact). By June 1, everything needed to be submitted for another grant. The City’s bid opening was February 9 and the Airport would target an early May bid opening.

**2. Master Plan Update – Discussion.**

The inventory and forecast portion of the Master Plan Update would be discussed at a meeting with the FAA scheduled for January 19.

**OLD BUSINESS**

**1. Sound Issues in Terminal – Discussion.**

At the last meeting, the Delta loud speakers and noisy hand dryers in the terminal were discussed. Airport maintenance staff had been working on the noisy hand dryers in the restrooms and a muffler extension had been ordered. The Manager would have more details at the January meeting.

**NEW BUSINESS**

**1. TSA Funding – Letter to be sent to TSA.**

TSA funding for law enforcement presence at departing flights did not cover the actual cost incurred. Originally the TSA provided more funds, but with each agreement the funding decreased with no apparent explanation. Commissioner Czczok asked the Manager to find out how other airports handled the cost of providing security for flights. During discussion, it was questioned whether congressional assistance could help.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE CHAIR AND MANAGER WORK WITH COMMISSIONER SCHEELER ON A LETTER TO THE TSA REQUESTING HOW THE FUNDING FORMULA WAS DETERMINED, WHY THE

FUNDING HAD BEEN REDUCED AND WHAT ALTERNATIVES WERE AVAILABLE.  
MINNESOTA CONGRESSIONAL MEMBERS WOULD BE COPIED THE LETTER.

**NEXT MEETING**

All commissioners present, except Commissioners Nystrom and Amundson, indicated that they would be able to attend the next regular meeting.

**ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE  
COMMISSION MEETING ADJOURN AT 10:27 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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