

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
DECEMBER 30, 2015 SPECIAL MEETING MINUTES

Pursuant to due call and notice thereof, a special meeting of the Brainerd Lakes Regional Airport Commission was called to order at 9:00 a.m., in the Airport Conference Room, by Chair Andy Larson.

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

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

POSTING OF MANAGER’S POSITION – Discussion.

The Chair noted that with the sewer/water and Master Plan Update projects going on, it was important to get started quickly in finding a new Manager. An optimistic timeline would have a new Manager in place by April 1, but a date of June 1 was also mentioned.

The Commission discussed whether it wanted to do the search in house or go with an outside entity. The Manager noted that there were national firms available which specialized in aviation and fees varied dependent upon the amount of work involved.

The job description was being edited and would be emailed to the Commission next week.

Paul Strege noted that there were recently retired airport managers who occasionally would contract through their own consulting businesses to fill in as interim airport managers, and that some of these interim manager consultants could also help the Airport coordinate the search for a replacement permanent manager. There was general support for exploring this option, as it could provide interim management and search assistance more efficiently than contracting for these services separately. The Manager noted that he had contacted one recently retired manager whose name was suggested by Mr. Strege and others. The Manager was directed to find out additional information on this potential interim manager/search consultant and to arrange for a special meeting of the Commission to meet with him if it appeared promising.

Airport Commission Minutes
December 30, 2015 Special Meeting
Page Two

It was agreed that, if possible, a special meeting would be convened next week. If all the Commissioners would not be able to attend, the meeting would become like a committee meeting and take place without any official action taken. At that meeting, the job description would be reviewed and the Manager would have more information on the cost of a search firm.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED,
THAT THE COMMISSION MEETING ADJOURN AT 9:48 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

rm

