

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
MAY 21, 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: Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; Jeff Czczok; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Jeff Wig, Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

**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 April 9, 2015, with Financial Report of March 2015, as Distributed.

MOVED AND SECONDED BY JACOBSON AND NYSTROM, 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 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.”

**PUBLIC FORUM – Introductions.**

**AW RESEARCH REQUEST TO SUBLEASE HANGAR – Approved.**

Since AW Research sold its aircraft and no longer needed a hangar, they wanted to sublease it. The Commission would still receive the same amount of rent from AW Research.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AIRPORT COMMISSION APPROVE AW RESEARCH SUBLEASING THEIR HANGAR.

**UNION CONTRACT LANGUAGE RATIFICATION – Approved.**

Minor language changes to the health insurance section of the union contract recently approved by the Commission were needed. The section in question was included in the Commission packets.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION APPROVE THE HEALTH INSURANCE LANGUAGE CHANGES NEEDED IN THE UNION CONTRACT AS PRESENTED.

**AIRPORT CAMPING – Approved concept.**

Dave Wessel and the Manager reviewed the details of Airport camping, including potential sites and services needed. The Airport's insurance carrier had no issue with the practice. The Manager would fine tune some of the details and report back to the Commission.

**RESCHEDULE THE AUGUST MEETING – August 19.**

The Manager had a conflict with the August Commission meeting being held on August 20, so the Commission agreed to meet on August 19, at 11:00 a.m.

**REPORTS**

**Airport Manager**

**1. April Enplanements Up 15.9% Over April 2014.**

**Consulting Engineer**

**1. Environmental Assessment (EA) Engineering Agreement – Approved.**

The Independent Fee Estimate (IFE) which reviewed the scope of work involved with the EA engineering agreement and evaluated the hours and costs for that work, came back favorably.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK THAT THE COMMISSION APPROVE MEAD AND HUNT'S ENGINEERING AGREEMENT FOR THE ENVIRONMENTAL ASSESSMENT, IDENTIFIED AS TASK ORDER #1, FOR THE SEWER/WATER PROJECT FOR A NOT-TO-EXCEED COST OF ONE HUNDRED FIFTY-EIGHT THOUSAND TWENTY-FOUR DOLLARS AND ZERO CENTS (\$158,024.00) SUBJECT TO THE RECEIPT OF FEDERAL/STATE FUNDING.

Upon roll call, all members voted "aye."

### **OLD BUSINESS**

#### **1. Funding of Sewer/Water Project – Status.**

Details of the funding from Baxter for the sewer/water project had still not been confirmed and Commissioner Scheeler was concerned.

**NEW BUSINESS** – None.

### **NEXT MEETING**

All commissioners present, except Commissioner Nystrom, indicated that they would be able to attend the special meeting on June 4.

### **ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:34 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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