

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
SEPTEMBER 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 Airport Conference Room, by Don Jacobson, Vice Chair.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Trudi Amundson; Jeff Czczok; and Gary Scheeler. 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: Commissioners Larson and Nystrom.
Commissioner Nystrom arrived at 9:31 a.m.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of August 19, 2015, with Financial Report of July 2015, as Distributed.

MOVED AND SECONDED BY CZECZOK 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 THAT WERE LISTED IN THE REPORT IN THE PACKETS AND THE BILLS WHICH ARRIVED LATER AND WERE EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Questions on annexation read; introductions.

Mike Petersen requested that the following be read into the minutes:

1. How will annexation by the City of Brainerd affect sales tax collection and property taxes for the businesses on the Airport.

2. Will the Airport be subject to all Brainerd ordinances and zoning for current operations and future development. Specifically noise ordinances on Airport or nearby land development and/or Airport land use.
3. The agreements regarding funding and operational partnerships between Crow Wing County and the City of Brainerd have been in place for nearly seven decades. How will annexation into the City of Brainerd change this relationship and the City/County relationship to the Airport.
4. It has been explained that the City of Brainerd charges double for water and sewer when supplied outside the City. Can you quantify exactly what that means in dollars and cents. A second part of that question is since the City of Brainerd is half owner of the Airport, why do you choose to charge yourself double?
5. Currently the fairgrounds is provided with Brainerd City water. Can you explain what is different in the Airport annexation and does the fairgrounds pay double the going water and sewer rate.
6. We have heard that annexation will provide maintenance for systems involved in the delivery of water and the disposal of sewage. Can you clarify exactly what is the advantage to the Airport by annexation for this purpose?
7. If the Airport is indeed annexed to the City of Brainerd, will the City commit in writing that upon annexation of the Airport property, no further annexation of any other Oak Lawn Township property will take place without specific landowner and township approval for a 25 year period.

It was noted that there would be a special Commission meeting to address the annexation issue on October 1 and those questions would be answered at that time.

REQUEST TO AMEND PRIVATE HANGAR BUILDING REQUIREMENTS – Amend requirements and re-address at October meeting.

Jay DeRosier, owner of a business which builds experimental airplane kits was interested in constructing a hangar facility at the Airport near the DNR tanker base. The Airport currently required hangars to be all steel structures. Mr. DeRosier was interested in post frame construction. Mr. Strege was not aware of a clear reason why

the Airport would require an all steel structure. Most airports were fine with post frame construction.

MOVED BY AMUNDSON THAT THE COMMISSION ALLOW POST FRAME STRUCTURE.

Motion failed for lack of a second.

The Manager said he could work with the engineers to amend the requirements to allow post frame construction and bring back the amended requirements to the Commission.

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE STRUCTURAL REQUIREMENTS FOR PRIVATE HANGARS BE AMENDED AND PROVIDED TO THE COMMISSION FOR THE OCTOBER MEETING.

NEW NORTH MEMORIAL LEASE – Approved.

The Leases Committee met on August 31, 2015 to discuss a new lease for U'Ren Brothers Development Partnership for the North Memorial Air Care hangar. The Manager presented a list of the terms discussed at that meeting which outlined the new term and lease rate along with construction details. One of the items listed required U'Ren to remove the designated taxilane pavement at the end of the 60 series hangar and plant turf to the satisfaction of the Airport and engineers. It was agreed that the sentence should be amended to include “at their (U'Ren's) cost.”

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE OF THE NEW LEASE WITH U'REN BROTHERS DEVELOPMENT PARTNERSHIP WITH THE LIST OF TERMS, DATED AUGUST 31, 2015, RECOMMENDED BY THE LEASES COMMITTEE, AMENDED TO REFLECT THAT U'REN WOULD ABSORB ALL COSTS ASSOCIATED WITH THE REMOVAL OF THE TAXILANE PAVEMENT AT THE END OF THE 60 SERIES.

ON/OFF LIQUOR AT WINGS CAFE – Agenda item for October meeting.

The current lease for Wings Café prohibited alcohol on the premises. Mr. Nesheim was interested in pursuing a liquor license and wanted that stipulation removed from his lease. The Leases Committee recommended that the statement in the lease prohibiting alcohol be deleted and three other statements be added addressing nuisances, staff training and hours alcohol would be available.

Mr. Nesheim explained that he wanted the ability to sell liquor to the private jets he catered as well as serve alcohol to passengers and café customers.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE LANGUAGE PROHIBITING ALCOHOL IN WINGS CAFÉ'S LEASE BE REMOVED AND THE THREE CAVEATS RECOMMENDED BY THE LEASES COMMITTEE BE ADDED.

Upon roll call, the following commissioners voted as followed: Jacobson, no; Amundson, yes; Nystrom, no; Czeczok, yes; Scheeler, no.

Motion failed.

MOVED BY SCHEELER THAT THE COMMISSION APPROVE IN CONCEPT LIQUOR SALES AT WINGS CAFÉ SUBJECT TO CERTAIN TERMS OF THE LEASE.

Motion failed for lack of a second.

The Manager was tasked to research the pros and cons of the issue and report at the October meeting. For that meeting, the Commission wanted a copy of the current café lease with the proposed changes highlighted.

MOVED AND SECONDED BY CZECZOK AND SCHEELER THAT THE ISSUE OF ALCOHOL AT THE WINGS CAFÉ BE ON THE AGENDA FOR THE REGULAR OCTOBER MEETING.

Upon roll call, all members voted "aye."

REPORTS

Airport Manager – Discussion.

The Manager highlighted items from his report, including new siding coming soon for the National Car Rental garage for \$13,500, the campground was seeded and would be ready in the spring, and August enplanements were up 13.9%.

Consulting Engineer

1. Sewer/Water Update – Discussion.

The draft EA was submitted to the FAA for review on September 11. The State Fire Marshall was being kept in the loop on the progress of the project and its impact on the required sprinkler system.

2. Master Plan Update – Discussion.

At the October Commission meeting, forecasting and passenger demand analysis would be discussed.

OLD BUSINESS – None.

NEW BUSINESS – None.

NEXT MEETING

All commissioners present, except Commissioner Nystrom, indicated that they would be able to attend the special October 1 Commission meeting on the annexation issue. The next regular Commission meeting was October 15 and all Commissioners present indicated that they would be able to attend.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:56 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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