

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 22, 2016 MEETING MINUTES

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Lakes Regional Airport Commission was called to order at 1:00 p.m., in the Airport Conference Room, by Andy Larson, Chair.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Marty Johnson; Trudi Amundson; Rachel Reabe Nystrom; and Andy Larson, Chair. Also present: Bob O'Brien, Interim Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Gary Scheeler. Commissioner Scheeler arrived at 1:10 p.m.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, THAT THE COMMISSION APPROVE THE MINUTES OF THE REGULAR MEETING OF MARCH 17, 2016, WITH FINANCIAL REPORT OF FEBRUARY 2016, AS DISTRIBUTED.

The Interim Airport Manager had prepared and distributed to the Commission a proposed amendment to the minutes of the April 1, 2016 special meeting, which outlined the terms of the contract offered to Steven Wright.

MOVED AND SECONDED BY NYSTROM AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE MINUTES OF THE SPECIAL MEETING OF APRIL 1, 2016, AS AMENDED BY THE DOCUMENT PRESENTED BY THE INTERIM AIRPORT MANAGER.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON AND JOHNSON 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

1. Introductions.

2. Annexation Concerns Expressed.

Jeff Czeczok expressed his concerns about the City annexing the Airport and encouraged the Commissioners to contact local elected officials to express their concerns.

FBO QUARTERLY REPORT – Discussion.

Mark Mathisen, General Manager of NorthPoint Aviation, reported that it was a slow winter, but fuel sales were still relatively strong. Two charter requests were referred to Bemidji Aviation.

BRAINERD HELICOPTER LEASE ASSIGNMENT – Discussion.

There was nothing new to report on the lease assignment. Lee Andrew, former owner of Brainerd Helicopter, introduced the new owners, Jeff and Shelly McDermott.

LOCATION OF ANTENNAS – Discussion.

Bob Milton, from Office of Aeronautics, reported that the relocation of the antennas project was now on the books. The FAA currently had everything they needed and last week, FAA staff visited the site. The next step was the issuance of a ROM (Rough Order of Magnitude) of cost.

It was possible that relocation could happen next spring and it was hopeful that MnDOT could negotiate with the FAA to keep the cost down.

EXTENSION OF A.W. RESEARCH LEASE – Deferred to May meeting.

RESOLUTION TO ACCEPT STATE MARKETING GRANT – Adopted.

MOVED AND SECONDED BY AMUNDSON AND JACOBSON, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 1002120, "GRANT AGREEMENT FOR AIR SERVICE PROGRAMS," FOR STATE PROJECT

NO. A1801-SM011 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED.
(2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND INTERIM AIRPORT MANAGER AND/OR AIRPORT MANAGER ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT.

REPORTS

Interim Airport Manager

1. EMS Grant – Discussion.

Airport Operations/ARFF staff member Mike Arnold reported that he had applied for a grant to help purchase new medical bags and the Airport was awarded the grant.

2. Possible Lease with Adjacent Property Owner – Approved memorandum of understanding.

Prior to discussion of this issue, the Chair notified the Commission that he would not be participating in any way because the property owner was an employee and a close personal friend.

The Commission packets included a document from the Interim Airport Manager explaining that during inspection of Airport property after the July storm, it was discovered that a nearby property owner had a garden fence which extended onto Airport property. The previous Airport Manager had requested that the property owner remove the fence. However, the Interim Airport Manager recommended a memorandum of understanding (MOU) with the property owner be prepared.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM, DULY CARRIED, THAT THE COMMISSION APPROVE A MEMORANDUM OF UNDERSTANDING (MOU) WITH MELISSA BARR FOR THE FENCE EXTENDING ONTO AIRPORT PROPERTY AND SUCH MOU SHALL CONTAIN CERTAIN POINTS: (1) RENT SHALL BE \$25/YEAR PAYABLE IN ADVANCE TWO YEARS AT A TIME AND THE MOU WILL BE PERPETUAL IF PAID IN ADVANCE EVERY TWO YEARS; (2) THE PROPERTY OWNER MUST PROVIDE INSURANCE AND NAME THE AIRPORT AS AN ADDITIONAL INSURED; (3) THE MOU CANNOT TRANSFER WITH THE SALE OF THE PROPERTY.

The Chair abstained.

Consulting Engineer

1. Sewer/Water Project – Update.

Bid opening for the construction phase of the sewer/water project was May 17. All grant documents needed to be submitted to MnDOT by June first and the issuance of the grant would be in August, with the project starting after Labor Day. The project should be completed by the end of October.

2. Hangar Pavement Rehab Design – Discussion.

An IFE (Independent Fee Estimate) would be forthcoming on Mead & Hunt's engineering agreement for design of the hangar pavement rehab. The item would be on the May agenda.

3. Expression of Thanks – Discussion.

The engineers expressed their thanks to the Interim Airport Manager and stated they would be available to help Steven Wright if needed.

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, THAT A LETTER OF APPRECIATION SIGNED BY ALL THE COMMISSIONERS BE DRAFTED FOR BOB O'BRIEN.

Commissioner Jacobson requested that Mr. O'Brien provide the Commission with a letter of observation, both good and bad, on how the Airport was doing.

4. Master Plan Update – Discussion.

The Master Plan was progressing and the next steps to take would be discussed with the new Director.

OLD BUSINESS

1. Forthcoming Annexation Meeting – Discussion.

Three points were made during the discussion on the forthcoming annexation meeting. It did not appear that Oak Lawn Township wanted the Airport to be annexed, tax revenue garnered by annexation would only be around \$2,000, and once the

sewer/water was hooked up the Airport would not be a huge consumer. Usage would probably be the amount of four residents.

During the discussion, the Chair indicated that he was okay with the status quo and Commissioner Johnson questioned whether there was a compelling reason why the City would want to annex the Airport. Commissioner Jacobson had several concerns, including zoning issues, what were the advantages of being annexed, would annexation change governance of the Airport and how independent the Airport would be. Commissioner Amundson would not support annexation unless there was a substantial benefit to the Airport.

Commissioner Jacobson asked that the Commission receive more background information on agenda items. He also suggested that the Commission should think about a retreat to learn more about Airport issues.

Commissioner Nystrom wondered why the meeting dates kept being changed. It was decided to move the May meeting from May 27 back to May 19.

NEW BUSINESS – None.

NEXT MEETING

All commissioners present, except the Chair, indicated that they would be able to attend the next regular meeting.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 2:06 P.M.

Respectfully submitted,

Robert W. O'Brien, Jr., A.A.E.
Interim Airport Manager

