

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
AUGUST 25, 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 9:30 a.m., in the Airport Conference Room, by Chair Larson.

Upon roll call, the following Commission members were noted present: Andy Larson, Chair; Gary Scheeler; Don Jacobson, Vice Chair; Marty Johnson; and Rachel Reabe Nystrom. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of July 21, 2016, with Financial Report of June 2016, as Distributed.

MOVED AND SECONDED BY JACOBSON AND JOHNSON, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY SCHEELER AND NYSTROM THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS AS SUBMITTED.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

REPORTS

Airport Director

1. Miscellaneous Items – Discussion.

The Director noted that July enplanements were up over last July.

NorthPoint Aviation reported that fuel sales were up. Over the Oshkosh weekend, several Canadian Snowbirds flew in for fuel and the following weekend the Lucas Oil Nationals were at Brainerd International Raceway so there were lots of jets on the ramp.

LAKES COUNTRY JOURNAL would be doing an article on the Airport and the Director would be working with Mike Petersen on the history wall from 1950 and beyond.

2. Chamber Business after Hours – September 13.

The Director invited the Commission to the Chamber's Business after Hours event on September 13, from 4:30 p.m. to 6:00 p.m. Airports Wings Café would be catering the event with Civil Air Patrol cadets serving. There would be some cost involved in hosting the event which was budgeted for in the 2016 budget.

Consulting Engineer

1. Master Plan Update – Discussion.

Chapter 4 of the Master Plan update was delivered. In late September or early October, a public informational meeting would be held. Prior to that, a Master Plan Update Committee meeting would be scheduled. Options and alternatives would be reviewed at that meeting. The update project was on time and on budget. Data on an air traffic control tower analysis would be incorporated into the plan.

2. Sewer/Water Extension – Grant received.

The grant for the sewer/water extension had been received and the contractor would like to begin the project on September 26. A preconstruction meeting was scheduled for September 20. The project would be completed before the end of the year, with any punch list items completed in the spring.

3. Capital Improvement Plan Meeting – October.

Staff from the FAA and MnDOT would be at the Airport in October to review and discuss the Airport's capital improvement plan "wish list."

OLD BUSINESS

1. Relocation of Antennas – Agreement with FAA executed.

The reimbursable agreement with the FAA to define the scope of work for relocating the

antennas had been executed. There was currently great coordination with FAA and MnDOT on where to relocate the antennas.

2. Minimum Standards – Committee to meet.

The Minimum Standards Advisory Committee would convene prior to the September Airport Commission meeting.

NEW BUSINESS

1. Life Link III – Discussion.

Kolby Kolbet, Vice President for Clinical Services for Life Link III, an air medical transport, gave a presentation on his company. Life Link III released a press release earlier this week announcing plans to establish a new base of operations at the Brainerd Airport. Life Link III believed the area was underserved with only one air medical transport which was currently located at the Airport. They needed at least a 60' by 60' hangar facility and accommodations for a 24/7 crew with access to sewer and water services. Life Link III would like to have a presence at the Airport by May 2017, but they could be ready by February.

NEXT MEETING

All commissioners present, except Commissioner Nystrom, indicated that they would be able to attend the next regular meeting. Commissioner Johnson would confirm later whether he would be available to attend.

ADJOURNMENT

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

Respectfully submitted,

Steven A. Wright, A.A.E.
Airport Director

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