

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
FEBRUARY 26, 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 1:04 p.m., in the Airport Conference Room, by Andy Larson, Chair.

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

Commission members noted absent: Rachel Reabe Nystrom and Don Jacobson. Commissioner Jacobson arrived at 1:07 p.m.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Special Meeting of January 8, 2016, and Minutes of the Regular Meeting of January 15, 2016, with Financial Report of December 2015, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions; budget shortfall discussed.

1. Introductions.

2. Budget Shortfall – Discussed.

Jeff Czczok asked about the budget shortfall. It was explained that the December financial reports did not reflect insurance claim money received in January 2016 for the damage which resulted from the two summer storms. Upon completion of the audit, those proceeds would partially reimburse the expenses incurred.

EXTENSION OF AW RESEARCH LEASE – Tabled until March meeting.

The FAA and MnDOT were scheduled to visit the Airport within the next week to look at the antennas. Since the issue of the antennas had some bearing on the extension of the AW Research lease, the Interim Manager recommended that the discussion of the extension be tabled until March.

It was noted that there was a 30-day “no cause” cancellation clause in the lease.

MOVED AND SECONDED BY SCHEELER AND JOHNSON, DULY CARRIED, THAT THE EXTENSION OF THE AW RESEARCH LEASE BE TABLED UNTIL THE MARCH MEETING.

Commissioner Jacobson voted “no.”

APPROVAL OF 2016 FINAL BUDGET – Approved.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE FINAL 2016 BUDGET AS PRESENTED.

Commissioner Scheeler requested that the budget be provided to the City Council.

COMMITTEE ASSIGNMENTS – Changes made as discussed.

The Personnel Committee remained the same as past years. Membership on other committees remained the same as well, with the addition of Commissioner Johnson to the Operations Committee and the Public Relations/Marketing Committee, and Commissioner Scheeler to the Leases Committee.

RESOLUTION TO ACCEPT STATE M & O AGREEMENT – Adopted.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA CONTRACT NUMBER 1000958, “AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT,” AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND THE INTERIM AIRPORT MANAGER AND/OR AIRPORT MANAGER ARE AUTHORIZED TO EXECUTE THIS CONTRACT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

The Interim Manager noted that the reporting requirements to receive the M & O funds were much more complex than in the past and he recommended that staff computers be upgraded with software capable of tracking expenditures.

MINIMUM OPERATING STANDARDS – Discussion.

A second meeting with Airport tenants would be convened in the near future to discuss the Airport's draft minimum operating standards document.

SEWER/WATER CONNECTION – Discussion.

Ms. Baird updated the Commission on the timeline for the next phase of the sewer/water project. The City's project was discussed and it was noted that the City Council approved awarding the bid for all four phases of the project.

Funding for the Airport's project was discussed. Ms. Baird highlighted areas ineligible for federal funding, which included private hangars. However, it was noted that the addition of hydrants near the ramp would be eligible for federal funds and could be added to the project.

Commissioner Scheeler noted that the City Council would discuss bonding for the City's project at the March 21 Council meeting.

During continued discussion, it was noted that the Commission basically had three options which included doing nothing and losing the certification of adequate fire suppression, continuing with the project, revisiting other alternatives for fire suppression, or deleting the sewer portion of the project. It was noted that the Commission needed to keep in mind that the reason for the project was for the safety of the travelling public.

It was noted that the Airport had adequate funds in its budget for the local share of the Airport's portion of the project.

REPORTS

Interim Airport Manager

1. Airport Authority – Discussion.

The Interim Manager noted that he attended the recent City Council meeting and one of the discussion topics was an Airport Authority. The Council wanted to appoint a task force to explore the issue. It was noted that the Airport had never previously talked about an authority. Further discussion was in order and the membership of the task force needed to be confirmed.

2. Manager Search – Update.

Twenty-four letters of interest with accompanying resumes had been received to date. The Interim Manager felt good about the process and the qualifications of some of the candidates.

Consulting Engineer

1. Sewer/Water Engineering Agreement – Approved.

Mead & Hunt’s Task Order 3 for design and construction administration services for the sewer/water project was subject to an independent fee estimate (IFE) which was just received. Upon a cursory review, the IFE appeared to be in order and within the established tolerance of 15%. The Interim Manager’s recommendation was to receive and file the IFE, direct staff to completely review the IFE and upon favorable review and other required consideration, have the Commission approve Mead & Hunt’s contract.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, THAT THE COMMISSION APPROVE MEAD & HUNT TASK ORDER #3 FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE SEWER/WATER PROJECT FOR A NOT-TO-EXCEED COST OF FOUR HUNDRED THIRTY-NINE THOUSAND NINE HUNDRED TWENTY-ONE DOLLARS (\$439,921.00), SUBJECT TO A FAVORABLE IFE AND RECEIPT OF FEDERAL AND STATE FUNDING.

Upon roll call, all members voted “aye,” except Commissioner Scheeler who voted “no.”

2. Master Plan Update – Discussion.

The needs of Airport tenants, the ARFF/maintenance facility and potential new tenants needed to be addressed in the Master Plan Update. It was agreed that the Commission should wait until the new manager was on board before scheduling any master plan meetings with the tenants.

OLD BUSINESS

1. Sewer/Water Rates – Update.

Commissioner Scheeler advised the Commission that the Council determined that the Airport would be charged double rates for sewer/water. The Council would like the Airport to discuss annexation.

NEW BUSINESS

1. April and May Meetings Need Rescheduling – Discuss at March meeting.

2. TSA Law Enforcement Officer (LEO) Options – Being explored.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting. It was noted that Commissioner Nystrom had advised staff several weeks ago that she would be unable to attend the March meeting.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 2:37 P.M.

Respectfully submitted,

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

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