

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JANUARY 8, 2016 SPECIAL MEETING MINUTES

Pursuant to due call and notice thereof, a special meeting of the Brainerd Lakes Regional Airport Commission was called to order at 10:00 a.m., in the Airport Conference Room, by Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Rachel Reabe Nystrom; Andy Larson, Chair; Gary Scheeler; and Marty Johnson. Also present: Jeff Wig, Airport Manager and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson.

INTRODUCTION OF NEW COMMISSIONER – Marty Johnson.

Marty Johnson, the new City appointee to the Commission, introduced himself. Commissioner Johnson graduated high school in Brainerd, spent time in Arizona and Houston, and returned to the area over 20 years ago. He served on the City's Park and Recreation Board for 12 years. The Commission welcomed Commissioner Johnson.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

INTERIM AIRPORT MANAGER AND SEARCH SERVICE OPTION – Discussion.

The Manager noted that Bob O'Brien, a longtime airport manager, came highly recommended by the Airport's consulting engineer, Paul Strege, and Kim Kenville, a professor in charge of the aviation management program at the University of North Dakota. Mr. O'Brien could serve as interim manager and help with the search for a new manager.

Other options for conducting the search for a new manager included David Drown Associates (DDA) and ADK Executive Search. DDA was experienced with local government entities and the Airport would receive up to a 50% discount for their services because the City of Brainerd was a member of National Joint Powers Alliance. Both the City and County Administrators thought very highly of DDA. However, the Manager pointed out that it appeared DDA had never placed a candidate in an airport management position. ADK Executive Search appeared to be the most highly recommended in the airport industry and they specialized in airport management needs. ADK offered two levels of service. One was an HR Assist which would identify candidates, recruit, vet and develop a short list, and the other option was a Full Service

Search which would consist of all search services including interviews, background checks and a service guarantee.

The Manager introduced Bob O'Brien. Mr. O'Brien gave a brief review of his personal background and highlighted his extensive experience with managing airports. Mr. O'Brien had experience being an interim manager and assisting with searches at airports. The Manager noted that he had checked references at Mr. O'Brien's most recent interim management position and that all comments were positive. Mr. O'Brien said "he knew airports."

As the meeting progressed, it was noted that Mr. O'Brien would be a contracted consultant, not an employee, so the Airport did not need to follow the same procedure as hiring.

Between now and the meeting on January 15, a proposed contract needed to be prepared, plus other parties who expressed an interest in the interim position needed to be contacted. It was stressed that the interim manager would not be eligible for the permanent position.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE AIRPORT MANAGER, COMMISSIONER JACOBSON AND BOB O'BRIEN WORK OUT A CONTRACT FOR MR. O'BRIEN'S SERVICES, INCLUDING COSTS, TIMELINES AND EXPECTATIONS PRIOR TO THE REGULAR JANUARY MEETING IF POSSIBLE.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:50 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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