

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JULY 21, 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 Vice Chair Jacobson.

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

Commission members noted absent: Andy Larson.

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 Regular Meeting of June 16, 2016, with Financial Report of May 2016, 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 JOHNSON AND AMUNDSON 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.

SEWER/WATER EXTENSION PROJECT – Discussion.

A copy of a memo to the Mayor and City Council from City Engineer Jeff Hulsether

addressing sewer/water connections was distributed to the Commission. The memo highlighted the permitting process and stated that the Airport would be required to pay double water and sewer charges pursuant to policy.

The grant for the Airport's portion of the project was expected at the end of July.

BRAINERD HELICOPTER LEASE EXTENSION – Approved.

The Director explained that the new owners of Brainerd Helicopter wanted to invest in the hangar facility so were requesting a lease extension early in order to secure funding for the improvements.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE EXTENDING THE BRAINERD HELICOPTER LEASE TO APRIL 30, 2029.

PRELIMINARY 2017 BUDGET – Approved.

The Director advised the Commission that the preliminary 2017 budget did not include an increase in the appropriation from the City and County.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT THE COMMISSION APPROVE THE PRELIMINARY 2017 BUDGET AS PRESENTED.

SWOT ANALYSIS – Discussion.

Commissioner Amundson led the Commission through a brief SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. Strengths noted included location, length of runways, jet bridge; weaknesses included schedule and lack of marketing out of the area; opportunities included sewer/water coming, chance to grow businesses; threats included pilot shortage, budget limitations, possible aircraft change in the future. Commissioner Amundson would compile the comments and send the results to the Director.

The Commission agreed that it would be helpful to have a special meeting to develop an overall strategy of implementation.

DATE OF AUGUST MEETING – Rescheduled to August 11.

MOVED AND SECONDED BY NYSTROM AND SCHEELER, DULY CARRIED, THAT

THE AUGUST COMMISSION MEETING BE RESCHEDULED TO AUGUST 11, 2016,
AT 9:30 A.M.

Commissioner Johnson did not think he would be able to attend on that day.

REPORTS

Airport Director

1. Miscellaneous Items – Discussion.

The Director noted that he had been making preliminary connections with the Chamber and BLAEDC. Other items mentioned included that MINNESOTA FLYER would be featuring the Airport in an upcoming issue, State Senator Ruud and State Representative Heintzeman participated in an aircraft tour of the area provided by the Civil Air Patrol, and the Director was working on getting a later morning flight time.

Consulting Engineer

1. Master Plan Update – Discussion.

Evan Barrett and Rob Sims of Mead & Hunt conducted a presentation on the Master Plan update. The process began last August and was approximately halfway completed. The updated plan would focus on future landside development outside the terminal, including hangar and helicopter areas; adding a parallel taxiway; developing a concept for a potential seaplane base; and the possible relocation of the ARFF building to be closer to the intersection of the runways.

The planners would be seeking input from the Commission, Airport users, staff and community members in the near future. Concepts would be finalized and a 20-year conceptual development plan prepared.

OLD BUSINESS

1. Relocation of Antennas – Preliminary design agreement approved.

The Director presented a reimbursable agreement with the FAA for \$31,138.75 to define the scope of work for relocating the antennas. The FAA could work with MnDOT so did not need to do all of the work on its own. Should the FAA not use all the funds, the excess could be returned to the Airport or applied to the future construction oversight

agreement. The cost for the scoping agreement would be totally local funds.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM THAT THE COMMISSION APPROVE THE PRELIMINARY DESIGN REIMBURSABLE AGREEMENT WITH THE FAA FOR A COST OF THIRTY-ONE THOUSAND ONE HUNDRED THIRTY-EIGHT DOLLARS AND SEVENTY-FIVE CENTS (\$31,138.75).

Upon roll call, all members voted "aye."

2. Minimum Standards – Discussion.

The Minimum Standards Advisory Committee recently met. There were currently two draft versions of the document which the Director would combine into one.

NEW BUSINESS

1. Avionics Transfer

The Director noted that the Avionics transaction with NorthPoint Aviation was successfully finalized.

NEXT MEETING

All commissioners present, except Commissioner Johnson, indicated that they would be able to attend the next regular meeting which was rescheduled to August 11.

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:51 A.M.

Respectfully submitted,

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

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