

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
MARCH 17, 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 Andy Larson, Chair.

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

Commission members noted absent: Gary Scheeler and Rachel Reabe Nystrom. Commissioner Scheeler arrived at 9:50 a.m.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of February 26, 2016, with Financial Report of January 2016, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

2. June 11 Aircraft Poker Run – Discussed.

Mike Petersen reported that there would be an aircraft poker run beginning at the Brainerd Lakes Regional Airport on June 11. The poker run would encompass area

grass strips and run from approximately 9:00 a.m. to 1:00 p.m. Prizes and food would be available at the Brainerd Airport.

3. Funding of Airport Portion of Sewer/Water Project – Discussed.

Jeff Czeczok was very concerned that during the discussion of the sewer/water project at last month's meeting, there was perhaps some misleading information given. He noted that the project was two separate projects, the City's project and the Airport's project, and the funding was separate as well. Funds for the Airport's project were noted as available and the project was essential for Airport growth.

EXTENSION OF AW RESEARCH LEASE – Deferred until after agenda item #1.

EXECUTIVE SEARCH – Accepted report from subcommittee and the names chosen.

Commissioners Amundson, Jacobson and Johnson met with Bob O'Brien and discussed the candidates for the Director's position. A short list was compiled with names ranked alphabetically.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION ACCEPT THE REPORT OF THE SUBCOMMITTEE AND THE NAMES OF THE THREE CANDIDATES FOR THE POSITION.

Interviews would hopefully be held on April 1, beginning at 1:00 p.m.

Commissioner Scheeler arrived at 9:50 a.m.

APRIL AND MAY MEETINGS RESCHEDULED – April 22, at 1:00 p.m. and May 27, 9:30 a.m.

OAKLAWN TOWNSHIP MEETING ON ANNEXATION – Discussion.

At the recent Oaklawn Township meeting on annexation, there were a lot of questions about annexation. Commissioner Scheeler stated that during that meeting, he noted that the City of Brainerd had never pursued annexation of Oaklawn Township. Commissioner Scheeler also noted that at a February meeting, the township mentioned the possibility of an orderly annexation with conditions, but no action was taken.

The next step was additional meetings with Oaklawn Township.

REPORTS

Interim Airport Manager

1. Airports Conference at Madden's Resort – Advise staff of intent by March 30.

The Interim Manager encouraged the Commission to attend the MCOA Airports Conference held at Madden's Resort this year. He asked that commissioners let staff know of their intent to attend by March 30.

2. Antennas – Authorized Interim Manager and engineers to get scoping done.

The Interim Airport Manager recalled for the Commission the significance of the antennas and the impact of their current location on Airport development. He noted that the issue had gained the attention of FAA and MnDOT leadership, due largely to Congressman Nolan's inquiry on behalf of the recently stalled initiative to expand the FBO, NorthPoint Aviation.

Bob Milton, from MnDOT Office of Aeronautics, summarized the recent visit to the Airport by FAA and MnDOT Office of Aeronautics officials to check out the antennas. The antennas were in a prime location which precluded any type of business development unless relocated. Mr. Milton explained that a project such as this normally would take three to five years because of competing interests, workload and funding availability. However, he confirmed that the project had gained unique momentum to identify options and potential cost estimates to address the issue. He acknowledged the potential to fast track the project and relocation could happen as soon as this fall.

The Commission and the FBO needed to determine whether the FBO expansion was still desired. Should the FBO not want to build, Mr. Milton and the Interim Airport Manager strongly encouraged the Commission to proceed with the next phase regardless. Although funding sources were presently unknown, the Commission should work with the FAA and MnDOT to develop options and cost estimates. Following scoping, the next step was to contact the State Historic Preservation Office.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON THAT THE COMMISSION AUTHORIZE THE MANAGER TO WORK WITH THE ENGINEERS TO GET THE SCOPING DONE ON THE ANTENNAS RELOCATION PROJECT.

Upon roll call, all members voted “aye.”

The Interim Manager and Chair should meet with the FBO to determine the FBO’s intent.

EXTENSION OF AW RESEARCH LEASE – Discussion postponed until April.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT DISCUSSION ON THE EXTENSION OF THE AW RESEARCH LEASE BE DELAYED UNTIL THE APRIL MEETING.

Sara Ahlers of AW Research asked that she be kept in the loop and given plenty of notice should she have to terminate her lease and relocate.

Consulting Engineer

1. Sewer/Water Project – Update.

Everything was on track for a May 17 bid opening. Supporting documents were due at the Office of Aeronautics June 1. A notice to proceed to begin the project would be issued in late August/early September. Items ineligible for federal funding would be bid as an alternate.

2. Master Plan Update – Discussion.

Chapters 1 and 2 were completed and work had begun on chapter 3, which dealt with the Airport Layout Plan (ALP) and property sheet.

OLD BUSINESS

1. Executive Search Process – Discussion.

The Chair expressed the Commission’s thanks to the Interim Manager for his effective and efficient completion of the executive search process.

2. TSA – Update.

The Interim Manager told the Commission that it was the Airport’s responsibility to meet security requirements in order to continue to provide passenger service. He was still

working on solutions to the funding issue.

NEW BUSINESS

1. Design of Hangar Area Pavement Rehab – Approved preparing scoping fee.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT MEAD & HUNT PUT TOGETHER A SCOPING FEE FOR THE DESIGN OF THE HANGAR AREA PAVEMENT REHAB PROJECT FOR THE MAY MEETING.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:43 A.M.

Respectfully submitted,

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

