

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 20, 2017 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: Marty Johnson; Trudi Amundson; Kevin Stunek; Rachel Reabe Nystrom; Andy Larson, Chair; and Don Jacobson, Vice Chair. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of March 23, 2017, with Financial Report of February 2017, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND STUNEK 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 E-MAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

2. Sewer/Water Project – Discussion.

Jeff Czczok brought up the potential additional costs for the Airport’s portion of the sewer/water project due to the City’s portion being delayed and suggested that the Commission contact the City of Brainerd to request an updated timeline and resolution for additional costs to the Commission.

3. Rusty Pilot Seminar – Discussion.

Mike Petersen advised the Commission that on June 3, the Airport would host the Aircraft Owners and Pilots Association (AOPA) Rusty Pilot Seminar, designed for pilots who have not flown for a while.

4. Poker Run – Discussion.

Mr. Petersen also advised the Commission that on June 24, the “Grass is a Gas Poker Run” would again be held. Last year 17 aircraft participated.

ESSENTIAL AIR SERVICE (EAS) – Discussion.

The Essential Air Service (EAS) agreement with SkyWest, which began February 1, 2013, was extended to January 31, 2019. The Director questioned what the solution would be should the EAS program be eliminated: should it be replaced with a long-term federal program; should EAS airports partner with the Office of Aeronautics; or should EAS airports seek local subsidies through community support. The current passenger subsidy of \$57 basically helped SkyWest during the slower winter months. During the summer, flights were at least 70% full. March 2017 was the first March on record with a load factor over 50% full so use of the Brainerd Lakes Regional Airport continues to grow. Without EAS, ticket prices would most likely increase.

In order for the Airport to keep growing, the positive aspects of flying out of Brainerd such as free parking and short security lines needed to be marketed.

REPORTS

Airport Director

1. Enplanements – Discussion.

Enplanements were still strong and the charters were successful as well. Other charter destinations were being explored.

2. Air Service Promotion – Discussion.

The Director continued work on simplifying the website. The online campaign would connect the Airport’s website to airline advertisements.

The Everything Expo was a positive experience.

3. ARFF Training – Discussion.

Staff developed a partnership with the Airport's recurrent fire training vendor. In exchange for services, the vendor will not bill the Airport for meeting its annual fire training requirements. This partnership reinforces the firefighting side of the ARFF/Operations position.

4. MCOA Conference – Discussion.

The Director attended the MCOA Conference last week in Mankato. Many State and federal reps attended along with a number of Airport related vendors.

Consulting Engineer

1. Master Plan Update/ALP Project – Discussion.

Mead & Hunt planned to have the full draft package of the Master Plan update available in July.

2. Pavement Rehabilitation and Fuel Farm Projects – Discussion.

Bid opening scheduled for June 7.

3. Sewer/Water Project – Discussion.

The City's portion of the sewer/water project experienced trouble with testing results of the system. Everything passed on one test, but it was followed by two failed tests. Due to the delay in the project, the Airport could be subject to remobilization costs of up to \$30,000.

MOVED AND SECONDED BY NYSTROM AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION REQUEST IN A LETTER TO THE CITY AN UPDATE ON THE SEWER/WATER PROJECT, ADVISE THE CITY OF THE EXTRA COST THE AIRPORT COULD INCUR, AND REQUEST AN ESTIMATED COMPLETION DATE.

OLD BUSINESS – None.

NEW BUSINESS

1. Director's Job Performance Review – After regular May meeting.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION HOLD A CLOSED MEETING IMMEDIATELY FOLLOWING THE MAY 18, 2017 COMMISSION MEETING TO EVALUATE THE DIRECTOR'S JOB

PERFORMANCE.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY JOHNSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:35 A.M.

Respectfully submitted,

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

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