

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
FEBRUARY 22, 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 Vice Chair Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Marty Johnson; Trudi Amundson; and Kevin Stunek. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson and Rachel Reabe Nystrom.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of January 19, 2017, with Financial Report of December 2016, as Distributed.

MOVED AND SECONDED BY JOHNSON 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.

COMMITTEE ASSIGNMENTS – Approved as discussed.

MOVED AND SECONDED BY AMUNDSON AND JOHNSON, DULY CARRIED, THAT THE 2017 COMMITTEE ASSIGNMENTS REMAIN THE SAME AS THE 2016

ASSIGNMENTS WITH COMMISSIONER STUNEK REPLACING COMMISSIONER SCHEELER ON THE OPERATIONS COMMITTEE AND THE LEASES COMMITTEE.

FINAL 2017 BUDGET – Approved.

The Director explained adjustments made to the preliminary 2017 budget approved in July. Minor adjustments were made to several revenue accounts to reflect reclassified rents and additional revenue from Life Link III. In addition, fuel flowage fees were increased to accommodate potential fuel purchases associated with Life Link III.

Several expense accounts were fine-tuned to better prepare for snow and ice removal events and potentially purchase an updated copier for administration.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE FINAL 2017 BUDGET AS ADJUSTED AND PRESENTED.

RESCHEDULE MARCH COMMISSION MEETING – March 23, 2017, at 9:30 a.m.

To allow adequate time for an IFE to be completed for engineering associated with the GA remodeling project and to accommodate the Director's spring break plans, the March meeting needed to be postponed one week.

MOVED AND SECONDED BY JOHNSON AND STUNEK, DULY CARRIED, THAT THE MARCH AIRPORT COMMISSION MEETING BE RESCHEDULED TO MARCH 23, 2017, AT 9:30 A.M.

REPORTS

Airport Director

1. Passenger Survey – Discussion.

Mike Petersen discovered an interesting article in the BRAINERD DISPATCH archives highlighting destinations of Brainerd passengers in 1960. A survey station would be set up in the secured passenger area for today's passengers to tell us their destinations.

2. Regional Air Service Alliance Meeting – Discussion.

The Director recently attended a meeting of the Regional Air Service Alliance. Topics discussed included the pending pilot shortage and the loss of smaller jets at smaller markets. Brainerd's air service was not as vulnerable because of its geographic location and the amount of its EAS subsidy.

The Director also attended a Local Airline Service Action Committee (LASAC) meeting. Items of discussion centered on the airline industry beginning to address the pending pilot shortage. One way to help the shortage would be to develop local grants and scholarships so local high school and college students could access flight training resources at the Airport.

Consulting Engineer

1. Master Plan Update/ALP – Discussion.

At the February 2 meeting with the FAA, the FAA seemed supportive of the Master Plan update at this point and offered some suggestions to include in chapters one through four. Mead & Hunt would address those suggestions and begin work on the financial plan and land use plan.

2. Pavement Rehabilitation Project – Discussion.

The taxiway design project was about 90% complete. The construction project would take about 40 days and be divided into two phases of 20 days. Staff would begin to communicate with hangar tenants about the project for the efficient displacement of aircraft during construction.

3. Sewer Improvements Project – Discussion.

The sewer/water project was now dependent upon the spring thaw so the City of Brainerd could complete its project. The City was waiting for proper conditions so a local business could abandon an existing well adjacent to a new sewer line.

OLD BUSINESS

1. Billboard on Highway 371 – Discussion.

Commissioner Amundson mentioned the effective billboard in Ft. Ripley on Highway 371 South encouraging travelers to fly out of Brainerd versus driving through traffic.

NEW BUSINESS – None.

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 10:10 A.M.

Respectfully submitted,

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

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