

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
JANUARY 19, 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, who was participating via telephone. The Chair requested that the Vice Chair run the meeting. All motions would be "roll call" motions since the Chair was participating via telephone.

Upon roll call, the following Commission members were noted present: Andy Larson, Chair (on the telephone); 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: Rachel Reabe Nystrom.

**REVIEW AND APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY LARSON AND AMUNDSON THAT THE AGENDA BE APPROVED.

Upon roll call, all members voted "aye."

**APPOINTMENT CHAIR/VICE CHAIR – Larson, Chair; Jacobson, Vice Chair.**

NOMINATED BY AMUNDSON, SECONDED BY JOHNSON, THAT ANDY LARSON SERVE AS COMMISSION CHAIR AND DON JACOBSON SERVE AS VICE CHAIR.

Upon roll call, all members voted "aye."

**INTRODUCTION OF NEW COMMISSIONER – Alderman Kevin Stunek.**

The Commission welcomed Alderman Kevin Stunek, the new City Council liaison. Commissioner Stunek was the former Brainerd Fire Chief.

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of December 15, 2016, with Financial Report of November 2016, as Distributed.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, THAT THE CONSENT CALENDAR BE APPROVED.

Upon roll call, all members voted "aye."

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY JOHNSON AND LARSON 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.**

**CONSULTING ENGINEER FOR GA TERMINAL REMODEL – Mead & Hunt chosen.**

Ms. Baird left the meeting.

The Director explained the FAA’s position on the need for RFQs for the redevelopment of the general aviation arrival/departure facility since the fuel tank replacement project was not originally included on the CIP scope of services when the Commission hired Mead & Hunt as its master consultant for a five-year period.

The Director requested RFQs from four engineering firms and three proposals were submitted. The Commission received the proposals, along with a qualification evaluation worksheet, in their packets. The firms, Mead & Hunt, WSN/HyTec Construction and Bolig, Inc. were ranked by a point system. The Vice Chair noted that WSN served as the City of Nisswa’s engineer and the Vice Chair was a member of the Nisswa City Council.

It was noted that at this meeting, the firm was being selected and discussion on cost would be at a later date.

MOVED AND SECONDED BY LARSON AND AMUNDSON THAT THE COMMISSION SELECT MEAD & HUNT AS THE CONSULTING ENGINEER FIRM FOR THE FUEL FACILITY REPLACEMENT AND GA ARRIVAL/DEPARTURE BUILDING REMODELING PROJECTS.

During the discussion which followed, Commissioner Johnson noted that he ranked Mead & Hunt about the same as WSN/HyTec and believed it was important to go with a local firm. Commissioner Stunek agreed, also felt that the two firms were very similar

and ranked WSN/HyTec first and Mead & Hunt second.

Upon roll call, the members voted as follows: Larson, yes; Jacobson, yes; Johnson, no; Amundson, yes; Stunek, no. The Vice Chair declared the motion carried.

**LEASE AGREEMENT WITH LIFE LINK III – Approved with minor edits.**

The Director reviewed that in December it was agreed that the Sutton ground lease would be assigned to Life Link III and the ground lease with Sutton would be terminated effective the date of assignment and a new lease with Life Link III would be negotiated.

The draft lease included in the Commission packets was discussed. It was decided that rent payment terms referenced should be revised to annual payment, “sewer system” should be added to the list of utilities paid by the lessee and a statement should be added that the lessee would hook up to City sewer/water when it was available.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON THAT THE COMMISSION ACCEPT THE LEASE BETWEEN LIFE LINK III AND THE COMMISSION, AS PRESENTED AND EDITED, WITH THE INCLUSION OF ANNUAL RENT PAYMENTS, THE ADDITION OF “SEWER SYSTEM” UNDER UTILITIES AND THAT THE LESSEE WOULD HOOK UP TO CITY SEWER/WATER WHEN IT BECAME AVAILABLE.

Upon roll call, all members voted “aye.”

**DIRECTOR’S GOALS FOR 2017 – Adopted.**

The Director handed out a list of his goals for 2017. The goals were grouped into administrative, commercial air service and general aviation. Bullet points included maximizing staff time by identifying ways to contract selective services, increasing public awareness regarding lower ticket prices and increased reliability offered by SkyWest, and addressing minimum standards.

It was noted that the current FBO lease would expire at the end of the year and requesting proposals should be considered.

The Commission concurred that the list should include the GA terminal remodeling project, the fuel tank replacement project, and the FBO facility project.

MOVED AND SECONDED BY AMUNDSON AND STUNEK THAT THE COMMISSION

ADOPT THE 2017 DIRECTOR'S GOALS AS PRESENTED WITH THE INCLUSION OF THE GA TERMINAL REMODELING PROJECT, THE FUEL TANK REPLACEMENT PROJECT, AND THE FBO FACILITY PROJECT.

Upon roll call, all members voted "aye."

## **REPORTS**

### **Airport Director**

#### **1. EAS – Renewed for additional two years.**

The U.S. DOT renewed SkyWest's Essential Air Service contract for another two years.

#### **2. Ice Storm – Discussion.**

Due to the major ice storm over the holidays, the Airport would re-evaluate its snow plan and consider having de-icing material on hand should another ice storm occur.

The Chair complimented the Director on his handling of the ice storm and was impressed with the Director's ability to resolve the issue quickly.

The Director thanked the ARFF/Operations staff for their hard work.

### **Consulting Engineer**

#### **1. Master Plan Update/ALP – Discussion.**

A meeting with the FAA was scheduled for February 2 to address their comments on chapters one through four of the Master Plan update. Those chapters would be revised if necessary based on the FAA's comments, then Mead & Hunt would begin addressing land use and the financial plan of the Airport.

#### **2. Pavement Rehabilitation Project – Discussion.**

The taxiway design project was about 60% complete.

**OLD BUSINESS – None.**

**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 STUNEK AND AMUNDSON, THAT THE COMMISSION MEETING ADJOURN AT 10:19 A.M.

Upon roll call, all members voted "aye."

Respectfully submitted,

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

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