

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
MARCH 23, 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 Rachel Reabe Nystrom. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson and Kevin Stunek.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of February 22, 2017, with Financial Report of January 2017, as Distributed.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM, 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 AS SUBMITTED.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

COMMITTEE MEETING SCHEDULE – Approved as discussed.

The Director wanted Commission committees to discuss big ticket items, such as minimum standards and the FBO lease renewal, prior to Commission action at the monthly meetings. The committee meetings would be held on Wednesdays a week prior to the Commission meetings at least twice a year. It was noted that the schedule would be subject to change depending upon the availability of commissioners.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM, DULY CARRIED, THAT THE 2017 COMMITTEE SCHEDULE BE APPROVED AS PRESENTED.

GA TERMINAL BUILDING REMODEL AND FUEL FARM RELOCATION ENGINEERING AGREEMENT – Approved.

Mead & Hunt Task Order #5 would provide design and construction administration services for the General Aviation Terminal Building Remodel and Fuel Farm Relocation project.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM THAT THE COMMISSION APPROVE MEAD & HUNT TASK ORDER #5 FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE GA TERMINAL BUILDING REMODEL AND FUEL FARM RELOCATION PROJECT AS PRESENTED AND RECOMMENDED BY THE DIRECTOR, SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING.

Upon roll call, all members voted “aye.”

Commissioner Jacobson commented that the high cost of engineering services for the project was because the Airport was getting a federal grant. He knew that the Airport had to play by federal rules, but it bothered him that federal grants were so expensive.

REPORTS

Airport Director

1. Enplanements – Discussion.

Enplanements continued to be strong and many times this spring the parking lots were at capacity.

2. Air Service Promotion – Discussion.

Air service promotional efforts were focused on the online campaign which had been visited by 60,000 viewers.

3. Essential Air Service – Discussion.

The recent news that the President wanted to eliminate Essential Air Service (EAS) was disconcerting, but the Director felt Brainerd was positioned to survive. The Director mentioned that airports receiving EAS subsidies contributed \$1.2 billion in economic activity nationally, and questioned the potential elimination of the program to save \$175 million.

Consulting Engineer

1. Master Plan Update/ALP – Discussion.

Mead & Hunt continued to work on the financial plan and land use plan.

2. Pavement Rehabilitation and Fuel Farm Projects – Discussion.

The pavement rehabilitation project required FAA approval of the plans and specs before it could be bid. The schedule called for bids the first of May with a project start date after Labor Day.

The fuel farm project would start in the fall.

3. EAS – Discussion continued.

Commissioner Jacobson asked what effect the potential loss of EAS would have on the Airport. Would ticket prices increase? The Director would provide additional information on any consequences at the April meeting.

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 NYSTROM AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:05 A.M.

Respectfully submitted,

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

