

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
MAY 18, 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: Trudi Amundson; Kevin Stunek; Andy Larson, Chair; and Don Jacobson, Vice Chair. Also present: Steve Wright, Airport Director; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Rachel Reabe Nystrom and Marty Johnson. Commissioner Nystrom arrived at 9:33 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.**

A. Approval of Minutes of the Regular Meeting of April 20, 2017, with Financial Report of March 2017, as Distributed.

The Director noted that the minutes of the April 20 meeting would be revised to reflect that during the April 20 Public Forum, Jeff Czczok suggested that the Commission contact the City of Brainerd to request an updated timeline for the sewer/water project and a resolution for additional costs to the Commission because of the delay caused by the City's portion of the project.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR, WITH THE REVISED MINUTES, BE APPROVED.

B. Committee Reports.

The Director explained that the Leases Committee met on April 25 and the Marketing/Public Relations Committee on May 10. Reports on those two meetings were included in the Commission packets. It was noted the meetings were open to the public.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY AMUNDSON AND JACOBSON 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. Rusty Pilot Seminar – Discussion.**

Mike Petersen answered some questions about the upcoming Rusty Pilot Seminar and noted that the Aircraft Owners and Pilots Association website had additional information. AOPA recently sent out a lot of emails, but to date response had been slow.

### **3. Advertising the Airport – Discussion.**

Jeff Czeczok noted with interest the discussion at the April meeting about potential marketing avenues for the Airport. He commented that Commissioner Stunek spoke about free advertising opportunities and Mr. Czeczok encouraged that the idea of reader opinions be followed up by the Commissioners.

## **JUNE MEETING RESCHEDULED – June 14.**

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE JUNE COMMISSION MEETING BE RESCHEDULED TO WEDNESDAY, JUNE 14, 2017, AT 9:30 A.M.

## **REPORTS**

### **Airport Director**

#### **1. Enplanements – Discussion.**

Enplanements continued to increase thanks to word of mouth, a better economy, convenience and positive comments from passengers. Delta DGS employees were praised for being so nice.

#### **2. Air Service Promotion – Discussion.**

Changes to the Airport’s website were nearly completed. The web based ads would now be more effective and connect site visitors not only to our website, but Delta’s and Riverside Resort’s as well. Each month, around 65,000 thousand people within a 40 mile radius of the Airport received the Airport advertisements online.

### **3. Charters – Discussion.**

A charter to Reno no longer seemed viable, but other locations were being discussed, including locations not affiliated with a casino.

The most recent Laughlin flight was not shared with Minneapolis. All passengers boarded from Brainerd.

### **4. Essential Air Service (EAS) – Discussion.**

The EAS was not eliminated in the nation's budget this year, but the future was still a concern so Brainerd needed to continue to push to exceed the subsidy requirement. The Chair noted a recent conversation he had with a person about EAS. The person was concerned about his taxes paying for the program. The Chair explained that EAS was not supported by the general public. All funding was recognized solely from aviation related revenue. The Chair felt that when the opportunity presented itself, it was important for the Commissioners to individually promote the EAS.

During further discussion, it was agreed that a monthly Airport informational article should be sent to the DISPATCH. The Director and Commissioners could contribute articles. The Director would confirm whether any cost would be involved and then distribute a sign up sheet to the Commissioners.

### **5. Sewer/Water Project – Discussion.**

As directed, a letter was sent to the City requesting an updated timeline for the sewer/water project and noting that the Commission would incur additional costs because of the delay caused by the City's portion. In response, a letter was received from City Engineer Jeff Hulsether. His letter stated that sewer and water would be available at the Airport June 2 and the change in completion date did not result in additional costs to the City.

The Chair expressed concern that the City unilaterally made a decision to extend the project completion date without even consulting the Airport. The Commission needed to determine their response and keep the best interest of the Airport in mind. The Airport would incur additional costs due to the changed completion date. The Director noted that he was working with the City Finance Director on ways to recapture some of the increased investment. The Chair hoped that in the future, the City would be more sensitive to keeping the Airport in the loop.

Michelle Baird, Consulting Engineer, said that Ryan Contracting and the City Engineer were discussing how to get the project done and formalizing timelines.

## **6. Capitol Improvement Program (CIP) Workshop – Discussion.**

The Director recently attended a CIP workshop at the Office of Aeronautics. Several years ago, the State began participating in federal grants and funded a portion of projects so local shares were decreased. However, the result was the State now had less money available for ancillary projects unrelated to federal projects.

## **7. Enhanced Driver's License – Minnesota legislature to pass.**

The Director informed the Commission that the Minnesota legislature was on track to approve the enhanced driver's license so Minnesotans would not need a passport to travel domestically.

### **Consulting Engineer**

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

The Master Plan update should be completed in September.

#### **2. Taxilane Pavement Rehabilitation Status – Discussion.**

So far, three bids had been received for the taxilane pavement rehabilitation project.

#### **3. Fuel Farm Relocation Status – Discussion.**

Three bids as well had been received for the fuel farm relocation project. Bid opening would be June 7. The Director praised Mead & Hunt on the excellent job they did designing the project.

**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 JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:14 A.M., AND THAT THE

COMMISSIONERS ENTER INTO CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD3(A) TO DISCUSS THE DIRECTOR'S EVALUATION.

MOVED AND SECONDED BY STUNEK AND JACOBSON, DULY CARRIED, THAT THE CLOSED COMMISSION MEETING ADJOURN AT 10:55 A.M. AND THAT THE COMMISSIONERS ENTER INTO AN OPEN MEETING.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE DIRECTOR'S CURRENT SALARY LEVEL BE CHANGED TO EIGHTY-NINE THOUSAND DOLLARS (\$89,000) PER YEAR, RETROACTIVE TO HIS ANNIVERSARY DATE OF MAY 2, 2017.

Upon roll call, all members voted "aye."

The meeting adjourned at 11:00 a.m.

Respectfully submitted,

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

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