

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
AUGUST 19, 2015 MEETING MINUTES

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Lakes Regional Airport Commission was called to order at 11:02 a.m., in the Airport Conference Room, by Chair Andy Larson via the speaker telephone.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair (via speaker telephone); and Jeff Czczok. Also present: Jeff Wig, Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Commissioners Jacobson and Scheeler.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of June 18, 2015, with Financial Report of May 2015 and June 2015, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND NYSTROM THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS AS SUBMITTED.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions.

FBO QUARTERLY REPORT – Discussion.

Mark Mathisen reported that fuel sales were up last quarter despite the late start. SkyWest Jet A fuel sales were still down. There were only three requests for charters this past quarter. Airmotive now referred charters to Bemidji Aviation which was more reasonable than working with a metro business.

TENANT PRESENTATION – Wings Café.

Mark Nesheim, café co-owner, told the Commission that it had been one year since he took over the café and sales were up over sales under the previous ownership. He has made some equipment improvements, created a new menu, logo and motto and expanded hours.

ON/OFF SALE LIQUOR AT CAFE – Leases Committee to address.

Mr. Nesheim reported that he received numerous requests from passengers for alcoholic beverages, plus he'd like to offer alcoholic beverages when catering for jets. He'd like to have on and off sale liquor which would require an amendment to his lease.

MOVED AND SECONDED BY AMUNDSON AND NYSTROM, DULY CARRIED, THAT THE LEASES COMMITTEE MEET TO FURTHER DISCUSS THE ISSUE OF ON/OFF SALE OF LIQUOR AT WINGS CAFÉ.

PRELIMINARY 2016 BUDGET – Approved.

The Manager explained the preliminary 2016 budget and indicated that he was requesting a 5% increase in the appropriation from the City and County.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE PRELIMINARY 2016 BUDGET AS PRESENTED.

POSSIBLE ANNEXATION – Discussion; schedule special meeting.

It was made very clear that the possibility of annexation was for Airport property exclusively. The Airport had no interest in annexing its neighbors.

City Engineer Jeff Hulsether, City Planner Mark Ostgarden and City Administrator Jim Thoreen weighed in on the annexation process. Mr. Thoreen was emphatic that the process include Oak Lawn Township and that there needed to be transparency. State statutes allowed for several annexation processes to be used and the City Planner said the joint resolution approval process would be the one for the Airport to use. The process would involve a joint resolution between the City of Brainerd and Oak Lawn Township.

City Administrator Thoreen recommended holding an open house with all the interested parties and the community.

The major benefit of annexation for the Airport was the reduced cost of water and maintenance of the facility.

Commissioner Czczok questioned whether the policy of charging double rates for entities outside the City limits could be amended for the Airport since it was owned in part by the City of Brainerd.

After further discussion, it was agreed that a special meeting to discuss annexation was needed.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE AIRPORT COMMISSION HOLD A SPECIAL MEETING TO ADDRESS THE ANNEXION ISSUE.

HONORARY NAMING OF DNR TANKER BASE – Approved.

The Minnesota DNR Forestry and family of Darwin Anderson wanted to name the tanker base at the Airport after Mr. Anderson who retired as the Regional Forestry Supervisor for the Central Region based out of Brainerd. Mr. Anderson was an avid supporter of wildfire aviation in Minnesota and instrumental in getting the air tanker base in Brainerd.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE NAMING OF THE DNR AIR TANKER BASE AT THE AIRPORT AFTER DARWIN ANDERSON.

REPORTS

Airport Manager – Discussion.

The Manager highlighted items from his report, including continued planning of the upcoming emergency exercise, a forest management plan in conjunction with CLC and a new contract for law enforcement coverage of flights.

Intern – Discussion.

Brandon Baker reported on the surveys he conducted over the past two months. As expected, the majority of passengers were leisure travelers. Chicago was the top destination followed by Phoenix and Seattle.

Consulting Engineer

1. Sewer/Water Update – Discussion.

The engineers reported that no issues were found in phase 1 of the EA.

2. Master Plan Update – Discussion.

The engineers planned to have a preliminary plan ready for the October meeting. That document would include forecasting and a passenger demand analysis.

3. Forthcoming Grant – Approved acceptance.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE AIRPORT COMMISSION ACCEPT THE FORTHCOMING AIP 40 GRANT.

OLD BUSINESS – None.

NEW BUSINESS – None.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 12:32 P.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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