

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
MARCH 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 9:30 a.m., in the Airport Conference Room, by Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Gary Scheeler; Don Jacobson, Vice Chair; Andy Larson, Chair; 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: Trudi Amundson and Rachel Reabe Nystrom.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of February 19, 2015, with Financial Report of January 2015, as Distributed.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY SCHEELER AND CZECZOK 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 – Introductions.

TERMINAL ART PROJECT FINAL REPORT – Discussion.

Danae Anderson told the Commission that the terminal design project was fun and she was honored to have been chosen to do the project. She believed that the end result created a warm and inviting environment, and with the use of local artists and craftsmen, the Airport had an important identity in the community. She touched on items

to possibly consider for the future, including the use of revolving artwork by local art groups, continuing the history wall and addressing the sound issues by the use of additional acoustical canvases.

FINAL 2015 BUDGET – Approved.

The Manager explained several minor changes from the preliminary budget approved in August.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION APPROVE THE FINAL 2015 BUDGET AS AMENDED FROM THE PRELIMINARY BUDGET.

REPORTS

Airport Manager

1. MCOA Airports Conference – Discussion.

The agenda for the Airports Conference was now available and the conference promised to be great.

2. SkyWest Visit – Discussion.

The Manager would be traveling to SkyWest Airlines corporate headquarters in St. George, Utah to visit various management.

3. Enplanements – Discussion.

February enplanements were up 22% over February 2014 due in part to no longer sharing the early morning flight with International Falls. March promised to be ahead of last year as well.

4. Everything Expo – Discussion.

The Airport would share a booth with Traveler's Fare and Bursch Travel at the Chamber's Everything Expo March 27th and March 28th. Commissioners were welcome to help man the booth on either day.

5. Airport Camping – Manager to check into additional details.

Hangar tenant Dave Wessel approached the Commission about allowing camping at the Airport this summer. The Commission was in favor of the concept and asked the Manager to check into all the details such as insurance, sanitation, etc.

6. Summer Event at Airport – Possible participation in Brainerd History Week.

Commissioner Scheeler would talk with Alderwoman Koep, who was spearheading the Brainerd History Week this summer, about including the Airport in the event.

7. Sewer/Water Project – Discuss annexation at April meeting.

There would be a meeting between Brainerd and Baxter on April 24th to discuss funding of the sewer/water project.

Maintenance and repair of the City sewer/water at the Airport was discussed. If the Airport was annexed to the City, everything would be handled more smoothly. Commissioners Scheeler, Nystrom and Larson would meet with the Manager to discuss annexation and the item would be on the April agenda.

Consulting Engineer

1. EA for Sewer/Water Project – Discussion.

The FAA was currently reviewing the scope of the EA for the sewer/water project. Action would be needed at the April meeting.

2. Master Services Agreement – Approved.

At this point, the Commission began discussing the newest proposal for the FBO facility. The motion to accept the engineer's Master Service Agreement took place after the FBO discussion, but was included under this heading for clarity and continuity.

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE COMMISSION APPROVE MEAD & HUNT'S MASTER SERVICES AGREEMENT.

It was noted that the term of the agreement was five years which coincided with FAA requirements for a consultant selection process every five years.

Leases Committee Report – FBO facility.

The Commission learned that the newest proposal from the FBO involved Airmotive building a 4,000 square foot facility on the site of the current AW Research facility. Airmotive would pay for the construction of the facility and gift the building to the Airport. The proposed lease would be for 20 years with two ten-year renewal options

The Commission would still remodel the current GA terminal to enlarge the café and make accommodations for office spaces to be leased. It may be acceptable to lease to non-aviation businesses as long as the lease was for five years or less.

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 JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:34 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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