

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
SEPTEMBER 5, 2013 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 Don Jacobson.

Upon roll call, the following Commission members were noted present: Beth Pfingsten; Jeff Czeczok; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Jeff Wig, Airport Manager; Bob Cohrs and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson and Rachel Reabe Nystrom.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of August 1, 2013, with Financial Report of July 2013, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions.

TENANT PRESENTATION, CIVIL AIR PATROL – Postponed.

The CAP Commander was unavailable because he was ferrying an aircraft to the Cities.

RESOLUTION TO EXECUTE MNDOT GRANT FOR SNOW PLOW – Adopted.

MOVED AND SECONDED BY PFINGSTEN AND CZECZOK, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS

FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 04122, "GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION," FOR STATE PROJECT NO. A1801-111 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT MANAGER ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

The total cost of the snow plow was \$460,198.41. The federal share would be \$412,051 and the local share would be \$48,147.41.

GA REMODEL – Engineering information available at October meeting.

Commissioner Pfingsten reported on the recent meeting of the General Aviation Strategic Planning Committee. Items discussed included increasing fuel sales, making Brainerd a refueling stop over for coast to coast corporate flights, and a facelift for the general aviation terminal. A business interested in partnering with Airmotive on an authorized service center was hesitant to invest in training staff unless the terminal was updated. Funding sources were discussed, including some federal and MnDOT funds along with financial contribution from the FBO.

Bob Cohrs explained that there were three options for the remodel: (1) stay within the same footprint; (2) expand the area; (3) a variation of the two other options.

The engineers would provide a proposal for the project, including scope of work and schematic design fee for the October meeting.

REPORTS

Airport Manager

1. Long-range Strategic Planning – Discussion.

The Manager noted that the first meeting of the Marketing Committee was held at the end of August and a summary of the meeting would be e-mailed to the Commission.

2. Target Practice – Discussion.

The Manager and CWC Attorney Don Ryan visited the site where the target practice was

happening. Mr. Ryan would do further research and render his opinion at a later date.

3. Sewer/Water – Discussion.

The House Capital Investment Committee tour would stop at the Airport on September 17 for a press conference.

The engineers would provide a proposal for preliminary design for sewer/water engineering at the October meeting.

4. Other – Discussion.

Having an intern at the Airport was briefly discussed.

The Manager presented Mike Petersen a framed picture of Mike and his grandson John standing in front of the Tri-Motor aircraft.

Consulting Engineer

1. Abandon Runway 12/30 Project – Waiting for turf re-establishment to take hold.

2. Crack Seal Project – Project to start week of September 9.

The crack seal project slated to begin the week of September 9 would have little impact on Airport operations.

OLD BUSINESS

1. Terrorism Insurance – Refund coming.

Craig Miller and Brent Nelson joined the meeting to discuss terrorism insurance. At the September meeting, Commissioner Jacobson had questioned whether the insurance was worth the cost. It was discovered that the terrorism insurance was already included in the Airport's property insurance so a refund of the amount paid was in the works.

NEW BUSINESS

1. Fire Service Districts – Discussion.

Commissioner Scheeler mentioned that the City Council was dealing with the issue of fire service districts and he wondered how they would impact the Airport. A brief discussion ensued.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:40 A.M. TO THE 4:00 P.M. HOUSE CAPITAL INVESTMENT COMMITTEE PRESS CONFERENCE ON SEPTEMBER 17, 2013 AT THE AIRPORT.

Respectfully submitted,

Jeff Wig
Airport Manager

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