

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
AUGUST 14, 2014 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: Jeff Czeczok; Gary Scheeler; Don Jacobson, Vice Chair; Rachel Reabe Nystrom; and Andy Larson, Chair. Also present: Jeff Wig, Airport Manager; Bob Cohrs and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of July 3, 2014, with Financial Report of June 2014, and Minutes of the Special Meeting of July 23, 2014, as Distributed.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE MINUTES OF THE REGULAR MEETING OF JULY 3, 2014, WITH FINANCIAL REPORT OF JUNE 2014, BE APPROVED.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE MINUTES OF THE SPECIAL MEETING OF JULY 23, 2014 BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

2. Engineering Firms – Introduction.

Paul Strege gave a brief background of Mead and Hunt. The engineering firm had a 70-year history in aviation, specializing in Part 139 non-hub airports. They had a full staff of aviation specialists, including architects. Kevin Carlson from Bolton and Menk spoke about his firm's experience with Part 139 airports and their history in the area, as well as his own past experience in Brainerd.

MINDOT OFFICE OF AERONAUTICS UPDATE – Discussion.

Cassandra Isackson, Director of Office of Aeronautics, reported on the State Aviation System Plan which had been recently completed and put on MNDOT's website. She also spoke about the Aviation Fund and the Office of Aeronautics' plan to spend the \$15 million that was recently returned to the fund after having been taken away a few years ago to balance the general fund. Grants were amended to increase funding to airports. She touched briefly on zoning issues and possible statute changes.

FBO QUARTERLY REPORT – Discussed.

Mark Mathisen, the General Manager, and Peggy Thomsen, the Assistant Manager, were present. Mr. Mathisen noted that during the second quarter, fuel sales were up a bit, although 100LL sales were down because of the weather. Fire patrol was down as well because of the weather. He also briefly summarized Airmotive's possible future opportunities for growth.

PRELIMINARY 2015 BUDGET – Approved.

A memo included in the meeting packets explained in detail the Advertising/Promotion, Office Supplies and Legal accounts. The Manager explained that in the Advertising/Promotion account, all expected expenses were budgeted, including the amount that could potentially be offset by grants. The Office Supplies account, originally proposed at \$4,820, was reduced to \$3,820 and the \$1,000 to cover the expiration of the prepaid MARCO service agreement was put into the IT Support account. The Legal Services account's proposed budget of \$7,500 included potential expenses for creating Minimum Operating Standards. That amount could be taken from the Legal Services fund balance, but an unbalanced budget would need to be submitted.

The Minimum Operating Standards issue was discussed briefly. It was noted that just because the cost of a potential project was budgeted, it did not mean the project was approved.

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, THAT THE COMMISSION APPROVE THE PRELIMINARY 2015 BUDGET OF ONE MILLION TWENTY-THREE THOUSAND SIX HUNDRED ELEVEN DOLLARS (\$1,023,611).

Commissioner Czczok voted “no.”

CONSULTANT SELECTION PROCESS – Discussed.

The deadline for receiving statements of qualification (SOQ’s) from engineering consulting firms was August 18, 2014. The suggested timeline called for delivery of the SOQ’s to commissioners by August 20. At the September 4 meeting, the Commission could make a selection or select finalists for interviews if needed.

The interview process could be at a special Commission meeting, which would be an open meeting. Mr. Cohrs indicated that despite the meeting being an open meeting, the other interviewing consultants would most likely not attend that portion.

REPORTS

Airport Manager

1. Minnesota Pilots Association – Discussion.

The Minnesota Pilots Association was planning to have their autumn get together at the Brainerd Airport.

2. Air TAP Conference – Discussion.

The University of Minnesota’s Air TAP Conference would be held at Cragun’s in October and part of the conference would be a tour of the Brainerd Airport.

3. Business Survey Results – Discussion.

Based on a survey of business frequent flyers, the majority of the respondents would like the last flight of the day to arrive in Brainerd at least one hour later. The Manager would discuss with SkyWest.

Consulting Engineer

1. Crack Seal Project – To begin late September pending receipt of grant.

OLD BUSINESS – None.

NEW BUSINESS

1. January Meeting – Rescheduled.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE JANUARY 2015 COMMISSION MEETING BE HELD ON JANUARY 8, 2015 BECAUSE OF THE NEW YEAR'S DAY HOLIDAY.

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 11:10 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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