

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
FEBRUARY 6, 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 Vice Chair Don Jacobson.

Upon roll call, the following Commission members were noted present: Jeff Czczok; Gary Scheeler; Don Jacobson, Vice Chair; and Trudi Amundson. 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.
(Commissioner Nystrom arrived at 9:34 a.m.)

REVIEW AND APPROVAL OF AGENDA – Approved.

Agenda item #11 was moved up to follow Public Forum.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of January 9, 2014, with Financial Report of December 2013, as Distributed.

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE CONSENT CALENDAR WITH AMENDED MINUTES OF JANUARY 9, 2014 BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON 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.

It was noted that phase 2 of the interior design project for the terminal had just been completed and phase 3 had begun.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – None.

SUBLETTING OF AW RESEARCH FACILITY – Approved.

AW Research staff members Sara Ahlers and Sarah Fogderud were interested in purchasing the laboratory portion of AW Research. Their business, AW Labs, would sublease part of the AW Research facility.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION ALLOW AW LABS TO SUBLEASE A PORTION OF THE AW RESEARCH FACILITY, SUBJECT TO A SUCCESSFUL NEGOTIATION BETWEEN THE TWO PARTIES, AND AUTHORIZE THE COMMISSION CHAIR AND MANAGER TO SIGN THE DOCUMENT APPROVING THE SUBLEASE.

FBO QUARTERLY REPORT – Discussion.

Mr. Monahan was not able to attend the meeting. The quarterly report was included in the Commission packets.

COMMITTEE ASSIGNMENTS – Approved as discussed.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMITTEE ASSIGNMENTS BE APPROVED AS DISCUSSED AND SET FORTH IN THE DOCUMENT INCLUDED IN THE PACKETS WITH COMMISSIONER AMUNDSON REPLACING COMMISSIONER PFINGSTEN ON THE PUBLIC RELATIONS/MARKETING COMMITTEE.

During discussion, Commissioner Nystrom indicated that County Board policy precluded a commissioner serving on more than two committees. Commissioner Czczok was currently on three committees.

Commissioners Czczok and Amundson rescinded their motion.

MOVED AND SECONDED BY NYSTROM AND SCHEELER, DULY CARRIED, THAT AN AIRPORT COMMISSIONER CANNOT SERVE ON MORE THAN TWO COMMITTEES.

Commissioner Czczok agreed to no longer serve on the Public Relations/Marketing Committee.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMITTEE ASSIGNMENTS BE APPROVED AS DISCUSSED AND WITH THE CHANGES AS NOTED.

FINAL 2014 BUDGET – Approved.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION APPROVE THE FINAL 2014 BUDGET AS PRESENTED.

RETENTION OF MEETING TAPES – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION RESCIND THE EARLIER MOTION THAT MEETING TAPES BE KEPT FOR THREE MONTHS AND THAT BEGINNING IN MARCH, RECORDINGS BE SAVED FOR THREE YEARS.

RESOLUTION OF SUPPORT FOR SEWER/WATER BONDING BILL – Adopted.

A resolution of support for the sewer/water bonding bill was e-mailed to the Commission.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON THAT THE COMMISSION APPROVE THE RESOLUTION OF SUPPORT FOR THE SEWER/WATER BONDING BILL AS E-MAILED TO THE COMMISSION.

Discussion followed. Commissioner Jacobson suggested several changes and corrections to the resolution. Those suggestions were discussed and approved.

Commissioners Scheeler and Amundson rescinded their motion.

MOVED AND SECONDED BY NYSTROM AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE RESOLUTION OF SUPPORT FOR THE SEWER/WATER BONDING BILL WITH APPROVED CHANGES.

REPORTS

Airport Manager

1. Computers – Discussion.

New computers were delivered and set up in January.

2. January Enplanements – Increased 29% over January 2013.

3. SkyWest Visit – Discussion.

The Manager visited SkyWest in St. George, Utah along with the managers from Bemidji and Hibbing. SkyWest was very positive about their experience in Minnesota and committed to extra Saturday and Sunday flights for the summer.

4. St. Cloud to Chicago Air Service – Discussion.

The Manager felt that the upcoming service from St. Cloud to Chicago would have minimal impact on Brainerd enplanements. The majority of our business and frequent flyer passengers would most likely continue to fly from Brainerd in order to keep their frequent flyer miles.

Consulting Engineer

1. Sewer/Water Project – Discussion.

The timeline for the City sewer/water project was discussed, along with an on-site alternative. Pros and cons of the two options were discussed, including reliability, longevity, initial cost and on-going costs. The comparison of costs between the two options was quite comparable with

the on-site alternative being only a few thousand dollars less expensive. The cost comparisons were based on 50 years and it was noted that for the 51st year, the on-site alternative may no longer be effective, but the City sewer/water would still be effective.

The presentation continued with Jeff Ledin, an engineer from the Brainerd office of SEH, providing more detail regarding the pros and cons of each option. Mr. Ledin had provided his expertise pro bono and the Manager expressed his gratitude.

FAA funding was discussed. Although the FAA would participate in the water portion because of the need for fire suppression, it was questionable whether they would participate in the sewer portion. However, MnDOT would most likely participate.

OLD BUSINESS – None.

NEW BUSINESS

1. Intern Report – Discussion.

Sarah Caton, the Airport's intern, was compiling enplanement data to present to SkyWest in support of our request for additional flights. She was also preparing for the Airport's program at the Chamber's Career Exploration Day.

NEXT MEETING

All commissioners present, except for Commissioners Amundson and Nystrom, indicated that they would be able to attend the next meeting.

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:19 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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