

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
FEBRUARY 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 Vice Chair Don Jacobson.

Upon roll call, the following Commission members were noted present: Jeff Czeczok; Gary Scheeler; Don Jacobson, Vice Chair; Trudi Amundson; and Rachel Reabe Nystrom. Also present: Jeff Wig, Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson.

**REVIEW AND APPROVAL OF AGENDA – Approved.**

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of January 23, 2015, with Financial Report of December 2014, as Distributed.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE CONSENT CALENDAR WITH AMENDED MINUTES BE APPROVED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND NYSTROM 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.**

**FBO QUARTERLY REPORT – Discussion.**

Mark Mathisen reported that flight school revenue was up last quarter, but due to the new flight schedule Jet A fuel sales to the airlines were down compared to last year. In addition to the substantial loss in revenue, the new schedule also made it hard to sustain employee coverage.

**COMMITTEE ASSIGNMENTS – Remain the same as 2014.**

**CONFERENCE ROOM POLICY – Approved.**

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE COMMISSION ADOPT THE CONFERENCE ROOM POLICY AS PRESENTED.

**POLICY OF PAYING INTERIM BILLS – Continue until June meeting.**

The Manager noted that we were still in a trial period of paying interim bills between Commission meetings because of the due dates of certain invoices, and requested an extended trial period to determine a permanent solution.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE MANAGER CONTINUE TO BE AUTHORIZED TO PAY ANY APPLICABLE TIME SENSITIVE BILLS PRIOR TO COMMISSION MEETINGS ON A TRIAL BASIS UNTIL THE JUNE MEETING AT WHICH TIME THE POLICY WOULD BE RE-EVALUATED.

Upon roll call, all members voted “aye.”

**REPORTS**

**Airport Manager**

**1. Manager’s Report Items – Reviewed.**

The Manager reviewed several items from his report which had been sent in the packets, including the more complex grant approval process, a new system for reporting field conditions online and the decrease in enplanements possibly due to the new flight times.

**2. Sewer/Water Project – Discussion.**

The EA required for the Airport’s sewer/water project would cover only the Airport run and not the entire project which was good news. Therefore, the City could continue with their original schedule.

There was no update concerning the financial arrangement between Baxter and Brainerd to fund the project.

### **3. Airports Conference – Update.**

The Manager spoke about the upcoming Airports Conference in St. Cloud. This year it would be possible to attend for just one day and the best day would be Thursday, April 16. The Manager would send the agenda to the commissioners and those interested in attending should let the office know by March 1. The March Commission agenda would reflect the possibility of four or more commissioners attending the event.

### **4. Business After Hours – Recap.**

There was a good turnout for the February 10<sup>th</sup> Business After Hours despite the inclement weather. The food was excellent and the Civil Air Patrol cadets did an excellent job serving the guests.

### **5. Delta/DGS Station Manager – Discussion.**

Karen Skarolid, long time station manager for Delta/DGS, accepted employment elsewhere and Julie Schmitt, recent station supervisor, would assume the duties of station manager effective mid-March.

### **Consulting Engineer**

Draft scopes for the sewer/water project and the hangar pavement rehab and crack sealing needed to be submitted to the FAA by the end of May. At the March Commission meeting, action would be required on the engineering agreements for the projects.

Ms. Baird explained that the intent of the accelerated timeline for grants was to get federal funding to the airports sooner.

### **OLD BUSINESS – None.**

### **NEW BUSINESS – None.**

### **NEXT MEETING**

All commissioners present, except Commissioner Nystrom, 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 10:31 A.M. AND THE COMMISSION ENTER INTO A CLOSED SESSION PURSUANT TO MN STATUTE 13D.03 SUBD 1(B) TO DISCUSS LABOR NEGOTIATION STRATEGIES.

The Commission met in closed session until 11:10 a.m. The meeting was reopened.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION APPROVE THE UNION CONTRACT AS PRESENTED: WAGE INCREASES OF 2.5% FOR 2015, 2.5% FOR 2016, 3% FOR 2017; MAINTENANCE/ ARFF STAFF WOULD FOLLOW THE CITY'S LONGEVITY SCHEDULE; THE CAP FOR BANKED COMP TIME WOULD INCREASE TO 30 HOURS; PLUS, LANGUAGE CHANGES TO THE CONTRACT WOULD BE INCORPORATED.

Upon roll call, all members voted "aye."

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION APPROVE THE WAGES AND INCREASES PRESENTED IN THE PROPOSAL SUPPLIED BY THE MANAGER FOR THE SECRETARY: 3.8% FOR 2015; 2.5% FOR 2016; 2.5% FOR 2017; PLUS THE SECRETARY WOULD FOLLOW THE CITY'S LONGEVITY SCHEDULE.

Upon roll call, all members voted "aye."

The meeting adjourned at 11:15 a.m.

Respectfully submitted,

Jeff Wig  
Airport Manager

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