

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
OCTOBER 15, 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 Don Jacobson, Vice Chair.

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

Commission members noted absent: Commissioner Andy Larson.

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 September 17, 2015, with Financial Report of August 2015, and Minutes of the Special Meeting of October 1, 2015, as Distributed.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, 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 AS SUBMITTED.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions.

PRIVATE HANGAR BUILDING REQUIREMENTS – Approved as revised.

The Manager distributed revised private hangar building requirements. In addition to allowing for engineered post-frame construction, certain previous requirements were clarified and where applicable, outdated building code numbers were deleted and reference was made to current building code specifications. Other minor changes were made and a statement was added stating that the Airport Manager was to provide any needed approvals.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE PRIVATE HANGAR BUILDING REQUIREMENTS POLICY BE APPROVED AS PRESENTED AND REVISED.

ON/OFF SALE LIQUOR AT WINGS CAFÉ – Discuss at November meeting.

The Manager advised the Commission that the Brainerd Police Department and the Crow Wing County Sheriff's Department had no concerns with liquor being served at the Airport café. He also noted that there appeared to be no cap to the number of liquor licenses that could be issued in Crow Wing County.

A copy of the current café lease with strikeouts and additions would be sent to the Commission for discussion at the November meeting.

It was questioned whether the liquor license moved with the tenant and the answer to that question would be provided at the November meeting.

RESOLUTION TO EXECUTE MNDOT GRANT AGREEMENT FOR SEWER/WATER EA, MASTER PLAN UPDATE AND ALP – Adopted.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 1001762, "GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION," FOR STATE PROJECT NO. A1801-115 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 cost of the projects totaled \$631,326.95. The federal share would be \$599,760, State share would be \$15,783.47 and local share would be \$15,783.48.

REPORTS

Airport Manager – Discussion.

The Manager reported on the emergency exercise. It went well, but as usual with exercises, issues needing attention included communication and coordination. He expressed thanks to the 120 plus emergency responders and volunteers who participated.

The Manager and engineers met with MnDOT and FAA officials yesterday to discuss the Airport's capital improvement program.

Consulting Engineer

1. Sewer/Water Update – Project on track.

2. CIP – Discussion.

The Airport's CIP was due at the FAA November 15. The five-year plan would be reviewed at the November meeting.

3. Master Plan Update – Discussion.

Evan Barrett reported that the initial pieces were completed.

4. Passenger Demand Analysis Study – Discussion.

Highlights of the passenger demand analysis study were discussed. The aircraft currently serving small markets was being phased out so Brainerd would most likely be served by 76 passenger jets in the future. Brainerd's "catchment" area had 158,000 people in it and 12% of airline trips taken from that area originated in Brainerd.

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 SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:40 A.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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