

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 1, 2016 SPECIAL MEETING MINUTES

Pursuant to due call and notice thereof, a special meeting of the Brainerd Lakes Regional Airport Commission was called to order at 11:57 a.m., in the Airport Conference Room, by Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Vice Chair; Marty Johnson; Trudi Amundson; Rachel Reabe Nystrom; and Andy Larson, Chair. Also present: Bob O'Brien, Interim Airport Manager.

Commission members noted absent: Gary Scheeler. Commissioner Scheeler was absent for roll call, but arrived in time for the first interview.

REVIEW AND APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED.

INTERVIEWS OF THREE FINALISTS – Offer extended to Steve Wright.

The three finalists were interviewed. Commissioner Scheeler left for another meeting after the first interview.

MOVED AND SECONDED BY NYSTROM AND JOHNSON THAT THE COMMISSION OFFER THE POSITION OF AIRPORT DIRECTOR TO STEVE WRIGHT.

Upon roll call, all members voted “aye,” except Commissioner Scheeler who was absent.

MOVED AND SECONDED BY JACOBSON AND JOHNSON THAT THE COMMISSION MEETING ADJOURN AT 3:30 P.M. AND THE COMMISSION ENTER INTO A CLOSED SESSION PURSUANT TO MN STATUTE 13D.03 SUBD 1 TO DISCUSS LABOR NEGOTIATION STRATEGIES.

Upon roll call, Commissioners Jacobson, Johnson and Nystrom voted “aye.” Commissioners Amundson and Larson voted “no.” Commissioner Scheeler was absent for the vote.

The Commission met in closed session until approximately 3:55 p.m.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE CLOSED MEETING ADJOURN AND THE COMMISSION ENTER INTO AN OPEN MEETING.

Upon roll call, all members voted "aye." Commissioner Scheeler was absent for the vote.

It was the consensus of the Commission that employment package contain the following items: (1) Starting salary of \$80,000 (the salary range was \$75,000-\$87,800); (2) Health insurance, sick leave, vacation, MN State Retirement program and cafeteria plan same as offered to all other employees; (3) Probation period of six months; (4) Commitment to conduct periodic (minimally annually) performance reviews and written documentation of same; (5) Merit increases within the salary range to coincide with performance reviews; (6) Annual cost of living adjustment; (7) Commission to pay for professional industry memberships in AAAE and MCOA; (8) Funding would be available for professional development through attendance at one national and one State conference each year. Additional requests would be considered based on need and funding availability; (9) Relocation assistance of up to \$4,000, based upon three competitive bids, or \$2,000 should Mr. Wright move himself; (10) First day of work would be May 2, 2016. The position would be full-time exempt which would not be eligible for overtime compensation.

ADJOURNMENT

MOVED AND SECONDED BY AMUNDSON AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT APPROXIMATELY 4:30 P.M.

Respectfully submitted,

Robert W. O'Brien, Jr., A.A.E.
Interim Airport Manager

