

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
DECEMBER 15, 2016 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 Jacobson.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Gary Scheeler; Don Jacobson, Vice Chair; and Marty Johnson. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of November 17, 2016, with Financial Report of October 2016, as Distributed.

MOVED AND SECONDED BY SCHEELER AND JOHNSON, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND SCHEELER 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

1. Funding Sources – Discussion.

Jeff Czczok noted his support for the Director to continue exploring better uses of funding sources to pay for Airport projects.

2. Introductions.

RESOLUTION TO ACCEPT STATE MARKETING GRANT – Adopted.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 1027101, "GRANT AGREEMENT FOR AIR SERVICE PROGRAMS," FOR STATE PROJECT NO. A6901-SM012 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT.

CONTINUED AUTHORIZATION TO PAY TIME SENSITIVE BILLS – Approved.

MOVED AND SECONDED BY AMUNDSON AND JOHNSON THAT THE DIRECTOR CONTINUE TO BE AUTHORIZED TO PAY APPLICABLE TIME SENSITIVE BILLS PRIOR TO COMMISSION MEETINGS UNTIL THE END OF 2017, FOLLOWED BY A REVIEW OF THE POLICY.

Upon roll call, all members voted "aye."

AUTHORIZATION TO PAY YEAR-END BILLS – Approved.

MOVED AND SECONDED BY SCHEELER AND NYSTROM THAT THE DIRECTOR BE AUTHORIZED TO PAY YEAR-END BILLS.

Upon roll call, all members voted "aye."

ESTABLISH 2017 GOALS FOR AIRPORT COMMISSION – Discuss later in the meeting.

REPORTS

Airport Director

1. November Snow Storm – Discussion.

The Director complimented staff on the fine job they did clearing the runways, etc., during and following the major storm on November 18.

A brake problem with the runway broom caused substantial damage to one of the maintenance bay doors and the Director was working with the Airport's insurance agent.

The storm also caused power surges which burned out the Runway 16/34 electrical regulator.

2. CIP Meeting – Discussion.

At the recent CIP meeting with the FAA, phasing of the GA terminal remodeling project was discussed, along with the hangar pavement project, mower purchase and replacement of the fuel farm.

Consulting Engineer

1. Master Plan Update/ALP – Discussion.

There would be a meeting with the FAA in February to discuss the Master Plan update. Mead & Hunt continued to work on the next chapters.

2. Sewer/Water Extension – Discussion.

It was learned that the water tests passed so in the spring, the water would be hooked up.

3. Pavement Rehabilitation Project – Discussion.

Plans and specs for the hangar pavement project should be completed for a bid opening in May.

4. Grant Pre-application – Submitted last month.

Leases Committee

1. Life Link III Lease – Draft lease to be reviewed at January meeting.

The Director recommended terminating Kermit Sutton's hangar lease and entering into a new lease with Life Link III. Several minor changes would be addressed in the new lease, including operational issues.

MOVED AND SECONDED BY NYSTROM AND AMUNDSON, DULY CARRIED, THAT THE DIRECTOR ENTER IN LEASE NEGOTIATIONS WITH LIFE LINK III AND PREPARE A DRAFT LEASE FOR REVIEW AT THE JANUARY MEETING.

OLD BUSINESS

1. General Aviation Redevelopment – Status of.

The bill authored by Congressman Nolan successfully passed, helping state and local governments to be more efficient with federal reimbursable agreements.

There was a brief discussion on the timeline of the FBO development and it was mentioned that AW Research had requested a five-year extension of their lease.

2. Commissioner Terms – Discussion.

Commissioner Nystrom reported that Commissioners Amundson and Jacobson were appointed by the County Board to both serve another three-year term on the Airport Commission.

City appointees would be discussed by the City Council in January.

2017 GOALS FOR THE AIRPORT COMMISSION – Discussion.

The Vision and Mission Statement from 2013 was revised to include focus areas of airline service, general aviation, marketing and promotion, economic and commercial development and Airport operations.

Goals discussed included growing the Sun Country charters and looking into air shows.

The Commission needed to set goals for the Director and then review those goals at the time of his evaluation.

Commissioners could help promote the Airport by meeting with community groups and businesses.

NEW BUSINESS – None.

NEXT MEETING

All commissioners present, except Commissioner Nystrom, indicated that they would be able to attend the next regular meeting.

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This was Commissioner Scheeler's last meeting. The Commission thanked Commissioner Scheeler for his years of service.

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:50 A.M.

Respectfully submitted,

Steven A. Wright, A.A.E.
Airport Director

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