

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
NOVEMBER 17, 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 Chair Larson.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; and Don Jacobson, Vice Chair. Also present: Steve Wright, Airport Director; Paul Strege and Michelle Baird, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Marty Johnson and Gary Scheeler.

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

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of October 20, 2016, with Financial Report of September 2016, as Distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY JACOBSON 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.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM**

**1. Introductions.**

**2. Term Limits of Commissioners – Discussion.**

Mike Petersen questioned the term limits of the Commissioners. That information was available in the administration office and would be shared with Mr. Petersen and the Commission.

**SEWER/WATER CONNECTIONS – Approved sewer connections as discussed.**

It was originally thought that water hookups would not be possible until spring, but now there was a possibility that water could be hooked up this fall yet.

The Commission could provide water to Airport tenants and then seek reimbursement.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE COMMISSION PROCEED WITH WATER CONNECTIONS TO THE THREE APPLICABLE AIRPORT TENANTS, HIRE A LOCAL PLUMBER TO DO THE HOOKUPS AT A COST OF APPROXIMATELY TWENTY-FIVE THOUSAND DOLLARS (\$25,000) AND PAY THE NECESSARY FEES AND EQUIPMENT COSTS ASSOCIATED WITH THE PROJECT.

Upon roll call, all members voted “aye.”

**REPORTS**

**Airport Director**

**1. Flight Schedule – Discussion.**

The Airport should promote that since the last flight of the day overnighted in Brainerd, seats on the morning flight were all for Brainerd passengers and no longer shared with International Falls.

**2. Terminal Repair Issues – Warranties being checked.**

The terminal remodeling project was nearing the five year mark so there had been a few repair issues and the Director was reviewing warranties.

**3. Part 139 Inspection – Discussion.**

The Airport passed the recent Part 139 inspection with no discrepancies.

**4. Life Link III – Leases Committee to meet in December.**

Life Link III Medical Air Transport wanted to move forward with a facility at the Airport. The Leases Committee would meet in December to discuss the details.

## **Consulting Engineer**

### **1. Master Plan Update/ALP – Discussion.**

Comments from the FAA on the Master Plan update were back with a few tweaks, including tempering expectations. At a forthcoming CIP meeting, trails would be discussed along with facility requirements and runway protection zones. Mead & Hunt financial planners were working with Airport administration staff on financial issues.

### **2. Sewer/Water Extension – Discussion.**

The sewer project was waiting for the City portion to be completed which involved getting the water approved and the lift stations installed. The Airport's contractor was gone now until spring. Remobilization costs would probably not be eligible for federal funding. Reimbursement from the City may be looked into.

### **3. Pavement Rehabilitation Project – Bid project in May.**

The engineers were hoping for a grant in June or July for the hangar pavement project, with a construction start date in late August.

## **OLD BUSINESS**

### **1. General Aviation Redevelopment – Status of.**

Data was being collected for the preliminary design work on the GA remodel. The FAA was asking for a separate RFQ for the design work.

The removal of the fuel tanks was listed on the Airport's CIP so that project may be eligible for federal funding.

## **NEW BUSINESS**

### **1. Completion of Director's Probation – Discussion.**

The Airport Director successfully completed his probationary period and the Commission was pleased. There needed to be a meeting to discuss goal setting and the item would be on the December agenda.

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**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY NYSTROM AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:14 A.M.

Respectfully submitted,

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

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