

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JULY 20, 2017 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: Rachel Reabe Nystrom; Don Jacobson, Vice Chair; Marty Johnson; Trudi Amundson; Kevin Stunek; and Jeff Czeczok. Also present: Steve Wright, Airport Director; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

INTRODUCTION OF NEW COMMISSIONER – Jeff Czeczok.

Prior to the introduction of new Commissioner Jeff Czeczok, the Chair asked those present in the audience to introduce themselves.

Commissioner Czeczok thanked everyone for his welcome to the Commission.

APPOINTMENT OF CHAIR/VICE CHAIR – Don Jacobson elected Chair; Marty Johnson elected Vice Chair.

The floor was opened for nominations to serve as Airport Commission Chair.

NOMINATED BY CZECZOK THAT DON JACOBSON SERVE AS COMMISSION CHAIR.

There being no further nominations after three calls, Don Jacobson was duly elected Chair.

The floor was opened for nominations to serve as Airport Commission Vice Chair.

NOMINATED BY NYSTROM THAT TRUDI AMUNDSON SERVE AS COMMISSION VICE CHAIR.

NOMINATED BY CZECZOK THAT MARTY JOHNSON SERVE AS COMMISSION VICE CHAIR.

Commissioner Amundson withdrew her name from consideration and Commissioner Johnson was duly elected Vice Chair.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

A. Approval of Minutes of the Regular Meeting of June 14, 2017, with Financial Report of May 2017, as Distributed.

Commissioner Czczok commented that the June 14 minutes should reflect that he thanked Chair Larson for his years of service on the Commission and presented him with a “bling” bow tie.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND STUNEK 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.”

Commissioner Czczok questioned whether the Airport was switching to LED lights. The Director answered that the Airport switched when possible and took advantage of rebates when available. Some fixtures would not accept LED and some kits were cost prohibitive.

PUBLIC FORUM

1. “Grass Is a Gas” Poker Run – Another success.

Mike Petersen advised the Commission that the second “Grass Is a Gas” Poker Run was another success. Plans were already in the works for next year’s run with perhaps a traveling trophy for the “best grass strip stop.” Mr. Petersen was thanked for his leadership of the event.

COMMITTEE ASSIGNMENT FOR NEW COMMISSIONER – Commissioner Czczok to serve on Operations Committee and Leases Committee.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT COMMISSIONER CZECZOK REPLACE ANDY LARSON ON THE OPERATIONS COMMITTEE AND THE LEASES COMMITTEE AND THAT THE COMMISSION CHAIR BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES SHOULD THERE BE A NEED FOR HIM TO FILL IN.

PRELIMINARY 2018 BUDGET – Approved.

The Director noted that the salary line in the preliminary 2018 budget included a part-time custodial position paying \$12/hour with no benefits. Commissioner Czczok asked what had changed at the Airport to warrant a part-time custodian. The Director explained that in addition to the second runway to care for and a larger terminal to clean, the ARFF/Operations job had expanded. Plus, the Director wanted staff to focus on airfield safety and continue to maintain the equipment rather than clean.

The preliminary budget also included salary increases for staff to match the salaries of City Hall staff and other airports for comparable positions. Commissioner Czczok favored the ARFF staff being brought in line with City workers, which he felt was overdue, because of staff's wealth of specialized training and ability to do equipment repair in-house which saved the Airport money.

The preliminary budget did not include an increase in the annual contributions from the City and County.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE PRELIMINARY 2018 BUDGET AS PRESENTED.

MINIMUM STANDARDS – Discussion.

The FAA advocated that airports adopt minimum standards which could vary according to each community. The Director established a Minimum Standards Advisory Committee comprised of a current Airport business owner, Airport Commissioners, a t-hangar tenant and a potential commercial operator.

The Commission needed to decide whether it should require commercial operators to invest in Airport property and help develop the future of the Airport, or whether the Commission should allow businesses based elsewhere to provide commercial aeronautical services at the Brainerd Airport. The Chair felt a workshop meeting was needed because this was very complicated and there were two sides to every issue. Commissioner Czczok felt the full Commission needed to get a feel for what was really going on. Although he was in favor of the Committee doing the preliminary work, he believed it was incumbent upon the Commission to listen to all sides and for the group as a whole to determine what was best for the Airport rather than just have the Committee make a recommendation.

It was agreed that the second half of the September Commission meeting would be a work session on minimum standards. Commissioner Czczok stressed that members of the Advisory Committee needed to be at that meeting.

AIRPORT ECONOMIC IMPACT REPORT – Discussion.

Airport Intern, Jacob Cuda, presented an economic impact report on the importance of airports in general and the Brainerd Airport in particular. The Brainerd Airport had an economic impact on the area of nearly \$18 million and generated close to 290 jobs.

MEETING DATE – Approved meeting the first Thursday of the month.

The Director advised the Commission that moving the meetings to the first Thursday of the month would contribute to more efficient use of staff time and provide a more concise process of paying monthly invoices. Commissioner Johnson was not in favor of the change and felt that if businesses didn't want to wait for payment, the Airport could do business elsewhere. The Director stressed the move was not solely related to the bill process, but overall staff efficiency to allow for other tasks.

MOVED AND SECONDED BY NYSTROM AND STUNEK, DULY CARRIED, THAT BEGINNING IN SEPTEMBER THE COMMISSION MONTHLY MEETINGS BE HELD ON THE FIRST THURSDAY OF THE MONTH AND THAT THE DIRECTOR BE AUTHORIZED TO PAY ALL AUGUST BILLS.

REPORTS

Airport Director

There were no questions or comments regarding the monthly Director's report which was included in the Commission packets.

Consulting Engineer

1. Master Plan Update/ALP Status – Discussion.

A meeting with the community to discuss the Master Plan update would be scheduled soon.

2. Taxilane Pavement Rehabilitation Status – Discussion.

The preconstruction meeting for the taxilane pavement rehab project would be in mid-August. Details of the project were discussed and in response to a question from Mike Petersen, it was noted that the hangar doors would be closed at night.

3. Sewer/Water Project Status – Discussion.

The City's portion of the sewer/water project continued to be tested. Commissioner

Czeczok questioned the warranty on the project and wondered who would be responsible for fixing problems. Ms. Baird replied that after the one year warranty, the owner would be responsible for repairs.

4. Fuel Farm Relocation Project – Waiting for grant.

OLD BUSINESS – None.

NEW BUSINESS

1. Privatization of Air Traffic Control – Discussion.

The Chair brought up the President's desire to separate the Air Traffic Control system from the FAA and have it run as a private enterprise which would have a huge impact on general aviation. Mike Petersen explained that in simplest terms, the airlines were pushing for the privatization of the air traffic control system because for decades, the airlines felt that general aviation had not been pulling its weight. Mr. Petersen encouraged people to visit the Aircraft Owners and Pilots Association (AOPA) website to register their concern. Steve Barrow, Congressman Nolan's aide, suggested that people also call their elected representatives and he volunteered to gather background information on the issue to present at the September meeting. It was unclear whether that might be too late because apparently the vote was supposed to happen soon.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY JOHNSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:40 A.M.

Respectfully submitted,

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

rm

