

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JANUARY 23, 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 Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Andy Larson, Chair; Jeff Czczok; Gary Scheeler; Don Jacobson, Vice Chair; and Trudi Amundson. Also present: Jeff Wig, Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Rachel Reabe Nystrom.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

APPOINTMENT CHAIR/VICE CHAIR – Larson, Chair; Jacobson, Vice Chair.

NOMINATED BY CZECZOK AND SECONDED BY JACOBSON, DULY CARRIED, THAT ANDY LARSON SERVE AS COMMISSION CHAIR.

Commissioner Czczok noted that a nomination for a chair/vice chair appointment did not need a second.

NOMINATED BY CZECZOK, DULY CARRIED, THAT DON JACOBSON SERVE AS COMMISSION VICE CHAIR.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of December 4, 2014, with Financial Report of November 2014, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY SCHEELER AND JACOBSON 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 asked whether minutes were available from MCOA meetings. The Manager indicated that they were and would have the minutes provided to Commissioner Czczok.

PUBLIC FORUM – Introductions.

SUMMARY OF MANAGER’S EVALUATION – Read into the minutes.

Vice Chair Jacobson read the summary of the Manager’s evaluation from December 4, 2014: The Airport Commission met in closed session with Jeff Wig, Airport Manager, in December to conduct his annual performance review. Each commissioner gave their views of Jeff’s overall job performance and effectiveness. Next, Mr. Wig provided a self-assessment of his role and performance. Overall the Commission was pleased with the excellent results achieved by Mr. Wig in the management of the Airport. It is clear the position is challenging and requires the Manager to act in many capacities. These roles include the public face of the Airport, working with City, County, State and Federal officials concerning Airport issues, overseeing and participating in operations, capital improvements and marketing.

Suggestions for improvement included review of staff management techniques, reducing the number of meetings with certain committees and exploring staff structure alternatives.

The Commission commended Mr. Wig for his efforts and encouraged him to continue the initiatives and build on the success he has brought to the Airport. In addition, the Commission discussed and voted in open session to increase the Manager’s compensation by 3%.

MASTER PLAN UPDATE PROCESS – Discussion.

Mr. Strege discussed the Master Plan Update process and noted the different segments of the process including strategic planning, business plans, marketing plans and land use. The Master Plan could be a key planning tool and help with economic and commercial development of the Airport. It typically was a 12-month process and due to FAA requirements and guidelines, the cost could reach \$300,000.

WILDLIFE ASSESSMENT UPDATE – Discussion.

Ron Peterson of Peterson Environmental Consulting reviewed his work on the Wildlife Hazard Assessment and Management Plan which began in October. The new runway (16/34) necessitated changes from the last assessment, but there were not a lot of changes since 2004. Deer and coyotes continued to be the main species of mammals to be concerned about, along with sandhill cranes.

REPORTS

Airport Manager

1. Economic and Commercial Development Committee Update – Discussion.

At the recent Economic and Commercial Development Committee meeting, the need for additional box hangars was discussed. The State would participate in funding for the part of the site prep and a ten-year loan from the State was available for the building.

2. Marketing Committee Update – Discussion.

At the recent Marketing Committee, discussion was held about conducting surveys in the Airport's catchment area to determine how much "leakage" there was to MSP. The University of Minnesota Extension office in Brainerd could conduct the survey at a reduced rate.

3. Business After Hours – Update.

Food sponsors had been lined up for the upcoming Business After Hours so there would be no cost to the Commission. Wings Café would prepare the food.

4. Sewer and Water – Update.

Later today, the Manager, engineers and City officials would meet for a conference call with the FAA to outline the scope of the sewer/water project.

The funding from Baxter was discussed. There needed to be an agreement between Brainerd and Baxter regarding the funding. One hurdle completed was the go ahead for the two cities to use the same bonding consultant. It was agreed that the Airport would give Brainerd/Baxter staff a few weeks to work out the details and then if needed, would step in.

5. Airports Conference – Discussion; April meeting rescheduled to April 9.

The Manager spoke about the MCOA Airports Conference in St. Cloud, April 15-17. He encouraged the commissioners to attend even if only for one day. Since the conference would conflict with the date of the April Commission meeting, the meeting would need to be rescheduled.

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE APRIL AIRPORT COMMISSION MEETING BE RESCHEDULED TO APRIL 9, 2015.

Consulting Engineer

Ms. Baird advised the Commission that the required pre-application documents had been sent to the FAA.

OLD BUSINESS – None.

NEW BUSINESS

1. Law Enforcement Security for Flights – Discussion.

The City of Brainerd was concerned because labor costs incurred by Brainerd police to provide security for flights exceeded the amount reimbursed by the Transportation Security Administration. The City would approach Crow Wing County about sharing the law enforcement presence at flights.

2. Intern – Discussion.

The Manager noted that only one student applied for the internship and was interviewed, but the student decided that he would rather pursue commercial aviation instead of airport management. The Manager would pursue an intern for this summer. An intern could prove to be helpful in establishing the Airport's minimum standards.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:37 A.M. TO ENTER INTO A CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD 1(B) TO DISCUSS UNION NEGOTIATION STRATEGIES.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION COME OUT OF THE CLOSED SESSION AND ADJOURN TO THE BUSINESS AFTER HOURS ON FEBRUARY 10, 2015, FROM 4:30 P.M. TO 6:00 P.M., AT THE AIRPORT.

Respectfully submitted,

Jeff Wig
Airport Manager

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