

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
JANUARY 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 Andy Larson, Chair.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Andy Larson, Chair; Gary Scheeler; Don Jacobson, Vice Chair; and Marty Johnson. 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.**

It was agreed that annexation and sewer/water fees would be discussed under “New Business.”

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

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

The Manager opened the floor for nominations.

NOMINATED BY JACOBSON AND SECONDED BY SCHEELER THAT ANDY LARSON SERVE AS COMMISSION CHAIR.

Following the third call for further nominations and hearing none, Andy Larson was elected Chair by a show of hands. Commissioner Larson abstained.

NOMINATED BY SCHEELER AND SECONDED BY AMUNDSON THAT DON JACOBSON SERVE AS COMMISSION VICE CHAIR.

Commissioner Jacobson offered the nomination to Commissioner Amundson who declined. Following the third call for further nominations and hearing none, Don Jacobson was elected Vice Chair by a show of hands. Commissioner Jacobson abstained.

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of December 17, 2015, with Financial Report of November 2015, and Minutes of the Special Meeting of December 30, 2015, 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 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 – Introductions.**

Former Commissioner Jeff Czeczok expressed his gratitude to Airport staff and complimented the staff for all they did. He also thanked the Manager for his service and wished him well in his new position.

**FBO QUARTERLY REPORT – Discussion.**

Peggy Thomsen, Assistant Manager, reported that Jet A sales were still down because of SkyWest taking less fuel, but maintenance in the shop was up. The flight school had decreased a bit and there had been no calls for charters.

**ARFF/OPERATIONS JOB DUTIES – Discussion.**

Mike Arnold, one of four ARFF/Operations staff, explained the position and highlighted certain duties such as flight firefighting coverage, snow removal, maintenance of buildings and hangars, as well as equipment repair and maintenance, plus emergency medical duties. Mr. Arnold also touched on the training required to perform their job and meet FAR Part 139 requirements.

**INTERIM AIRPORT MANAGER – Approved hiring Bob O’Brien.**

Commissioner Jacobson reported on the meeting with Bob O’Brien to discuss the Interim Airport Manager position and search services. A sample contract from an Indiana airport was compared with bullet points pertinent to Brainerd. Commissioner Jacobson explained that there would be a preliminary period with Mr. O’Brien starting now on the search for a permanent manager and then he would begin the full-time engagement February 8 which would give him some overlap with the current Manager. Between now and February 8, Mr. O’Brien would work with the Commission to finalize the job posting and job description, arrange for advertising the position and begin the process of recruiting candidates. The full-time engagement would be for three months with the option of a one-month extension at a cost of \$10,000/month plus expenses to perform the same duties as the current Manager as well as conduct the search for the permanent manager.

Mr. O'Brien was on the speakerphone and stated that the key was to get started right away on the search process.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE COMMISSION APPROVE A \$2,500 RETAINER TO BOB O'BRIEN TO BEGIN THE SEARCH FOR A PERMANENT MANAGER.

Upon roll call, all members voted "aye."

MOVED AND SECONDED BY JACOBSON AND JOHNSON THAT THE COMMISSION BLEND THE POINTS PERTINENT TO BRAINERD WITH THE CONTRACT MODEL FROM INDIANA, SEND THE END CONTRACT TO THE COUNTY ATTORNEY FOR REVIEW AND THAT THE CHAIR AND/OR VICE CHAIR BE AUTHORIZED TO SIGN THE CONTRACT.

Upon roll call, all members voted "aye."

MOVED AND SECONDED BY SCHEELER AND JACOBSON, DULY CARRIED, THAT THE MANAGER'S JOB DUTIES INCLUDED IN THE DRAFT CONTRACT AND ATTACHED TO THE DOCUMENT WERE SUBJECT TO CHANGE.

Mr. O'Brien would review the job description.

Jim Thoreen, City Administrator, complimented the Commission on their actions and offered help from the City if needed.

**MANAGER POSITION POSTING – Mr. O'Brien to email Commission.**

Mr. O'Brien would email the job posting to the Commission for their input.

**REPORTS**

**Airport Manager**

**1. Logging Operation – Discussion.**

The Manager noted that the logging operation was expanded to include storm damaged trees which netted the Airport \$20,000. The Manager thanked Bryan Pike and the Crow Wing County Land Services for their help.

**2. Enplanements – 2015 up 7.2% over 2014.**

In addition to increased enplanements for 2015, the on-time rating was 90% and reliability was 99% for the past year.

### **3. Antennas – Status.**

Mead and Hunt was still working on a solution to move the antennas by the FBO shop. Congressman Nolan was personally following up as well.

### **4. Minimum Operating Standards – Status.**

The Manager hoped to wrap up work on the minimum operating standards document soon.

### **5. Miscellaneous – Discussion.**

The Manager expressed his thanks to the Commission and Airport staff for this experience.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION THANK JEFF WIG FOR HIS SERVICE AND THAT THE COMMISSION GIVE HIM A PLAQUE.

The Manager thanked the Commission, but said he did not need a plaque.

### **Consulting Engineer**

#### **1. Sewer/Water Update – Discussion.**

Paul Strege noted that he had enjoyed working with the Manager and offered to help bridge the gap between managers if needed.

The FAA issued a Finding of No Significant Impact (FONSI) this past week. Hard copies would be available at the Airport, the Brainerd Public Library and MnDOT offices for public review for 15 days.

Mead & Hunt was now working on the scope and fee for the design phase of the sewer/water project. A summer grant would cover design, administration and construction engineering services. Bids for construction would be let in early spring. Mead & Hunt had a meeting this afternoon with the City to discuss metering.

#### **2. Master Plan Update – Discussion.**

The inventory and forecast portion of the Master Plan Update would be discussed at a meeting with the FAA scheduled for January 19.

**OLD BUSINESS**

**1. Sound Issues in Terminal – Discussion.**

Solutions to the terrible acoustics in the passenger terminal were still being investigated.

**NEW BUSINESS**

**1. Annexation – Discussion.**

On the agenda for the January 19, 2016 City Council meeting, annexation of the Airport would be a discussion item.

**2. Sewer/Water Rates – Discussion.**

The rates charged to the Airport for sewer/water would also be discussed at the January 19 Council meeting.

**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:10 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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