

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
FEBRUARY 1, 2018 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 Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Chair; Paul Thiede; Marty Johnson, Vice Chair; Trudi Amundson; Kevin Stunek; and Jeff Czczok. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; Mitchell Walker, Mead & Hunt architect; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

**APPROVAL OF AGENDA – Approved.**

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

**CONSENT CALENDAR – Approved.**

A. Approval of Minutes of the Regular Meeting of January 4, 2018, with Financial Report of December 2017, as Distributed.

MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO THE COMMISSION PRIOR TO THE MEETING.

Commissioner Czczok questioned expenses which exceeded \$3,000 that were listed on the bill report. The jet bridge cord for \$3,194.45 was a heavy duty cord used to provide power to SkyWest aircraft. The maintenance door repair cost of \$3,988.75 was the result of a piece of equipment hitting the edge of the door during a snow storm.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM**

**1. Introductions.**

**2. “Grass is a Gas Poker Run” – June 9.**

**FINAL 2018 BUDGET – Approved.**

The Director noted changes from the preliminary budget approved in July. Several accounts were adjusted, including the utilities account due to water charges. The Director fielded questions from the Commission about several other accounts as well.

MOVED AND SECONDED BY AMUNDSON AND STUNEK THAT THE COMMISSION APPROVE THE FINAL 2018 BUDGET AS PRESENTED.

Upon roll call, all members voted “aye.”

**COMMITTEE ASSIGNMENTS FOR 2018 – Approved.**

Committee assignments for 2018 would remain the same as 2017 with the addition of Commissioner Thiede to the PR/Marketing Committee.

MOVED AND SECONDED BY THIEDE AND CZECZOK, DULY CARRIED, THAT THE COMMITTEE ASSIGNMENTS BE APPROVED AS DISCUSSED.

**REPORTS**

**Airport Director**

**1. Impact of Super Bowl on Commercial Flights into MSP – Discussion.**

Commissioner Czczok was curious about the restricted airspace over MSP and its impact on commercial flights during the Super Bowl. The Director explained that scheduled commercial flights were preprogrammed into the ATC system so there would be no impact.

**2. Enplanements – January 2018 increased 18% over January 2017.**

The Airport needed to start looking at capacity since flights consistently exceeded the 50% load factor.

**Consulting Engineer**

**1. GA Arrival/Departure Building Remodel – Discussion.**

Mitchell Walker distributed some preliminary drawings of the GA Arrival/Departure

Building Remodeling Project which prompted discussion on various aspects of the design.

The consensus seemed to be that the arrival/departure building needed to be integrated with the current campus. One feature of the remodeled building was the addition of a testing room for pilots. Commissioner Johnson suggested that the room could be rented out to people in the community who needed to complete tests for their occupation.

If the FBO hangar facility impacted the antennas, Commissioner Johnson was in favor of exploring the relocation of the antennas.

The Ad Hoc Committee on the GA Arrival/Departure Terminal Remodeling Project would meet February 15 and discuss issues brought up today.

**OLD BUSINESS – None.**

**NEW BUSINESS**

**1. When to Hold Meetings – Discuss at March meeting.**

Commissioner Thiede asked about meeting dates. At the March meeting, when to hold meetings would be discussed.

**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:09 A.M.

Respectfully submitted,

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

rm