

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
MARCH 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: Marty Johnson, Vice Chair; Trudi Amundson; Jeff Czczok; and Don Jacobson, Chair. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; Mitchell Walker, Mead & Hunt architect; and Raini Mohler, Airport Secretary.

Commission members noted absent: Kevin Stunek and Paul Thiede.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved as amended.

A. Approval of Minutes of the Regular Meeting of February 1, 2018, with Financial Report of January 2018, as Distributed.

Commissioner Czczok requested that the February 1, 2018 minutes reflect that the Director fielded numerous questions from the Commission on the final 2018 budget.

MOVED AND SECONDED BY CZECZOK AND JOHNSON, DULY CARRIED, THAT THE CONSENT CALENDAR, WITH THE ADDITION TO THE MINUTES, BE APPROVED AS AMENDED.

APPROVAL TO PAY BILLS – Approved.

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

Commissioner Johnson asked whether the large invoice for the fuel tank project was the final payment and the Director answered that it was not the final payment, but the project was close to being finished.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

COMMUNICATIONS PLAN – Referred to PR/Marketing Committee.

Aaron Hautala from Red House Media presented a communications plan for the Airport. Mr. Hautala discussed the growth of the Airport, the excellent on-time percentage rate realized by SkyWest, and the convenience of flying from Brainerd. He stressed the importance of educating the community about the benefits of the Airport as an economic driver of the community. Mr. Hautala encouraged the Commission to adopt a tagline such as “Fly BRD - #worth it.” He also advised updating the website, advertising on the radio and installing a billboard on Highway 169.

The Commission tasked the PR/Marketing Committee to further discuss the communications plan and have a recommendation at the next meeting.

RESOLUTION TO ACCEPT STATE GRANT FOR MOWER – Adopted.

The Airport’s current mower was purchased in 2003. Midwest Machinery of Baxter was the low bid for a rotary mower. They would take the older flail system on a trade-in basis and retrofit the existing John Deere tractor to the new rotary mower system.

The total project cost would be \$19,500 with the State contributing \$14,550, making the local share \$4,950.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. 1030629, “GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION,” FOR STATE PROJECT NO. A1801-119 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

Upon roll call, all members voted “aye.

RESOLUTION TO ACCEPT STATE AIR SERVICE MARKETING GRANT – Adopted.

The Director explained that the Commission needed to act on a forthcoming Air Service Marketing grant. The total project cost would be \$35,000. The State share would be \$24,500 and the local share \$10,500.

Commissioner Czczok asked if the State checked whether funds allocated to the Airport were utilized for marketing before they approved a new grant. The Director answered that there was a checks and balances system in place requiring the Airport to provide monthly expense reports.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT AS FOLLOWS: (1) THAT THE FORTHCOMING STATE OF MINNESOTA AGREEMENT NO. MNDOT CONTRACT (NUMBER TBD), "GRANT AGREEMENT FOR AIR SERVICE MARKETING," FOR STATE PROJECT NO. A1801-SM014 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT.

Upon roll call, all members voted "aye."

WHEN TO HOLD MONTHLY MEETINGS – Discuss at April meeting.

REPORTS

Airport Director

1. MCOA Airports Conference – Discussion.

The Director invited Commissioners to the 2018 MCOA Airports Conference held in Duluth April 18-20.

2. Disadvantaged Business Enterprise Program – Discussion.

Commissioner Amundson questioned the Disadvantaged Business Enterprise (DBE) program. The Director explained that the Airport had complied with DBE guidelines from the FAA on construction projects for years. The FAA required concessionaires to

participate in a DBE program once they reached an established monetary threshold based on gross receipts. Due to increased business enjoyed by the café and car rentals, those entities now needed to implement a DBE program. They needed to establish goals to use DBE vendors as suppliers or prove a good faith effort to do so. Commissioner Czczok asked what happened should the use of a DBE supplier not be feasible due to cost and the Director noted that DBE vendors would need to be low bid, as well as ready, willing and able to perform the service.

Consulting Engineer

1. GA Arrival/Departure Building Remodel – Discussion.

Mitchell Walker discussed the design of the arrival/departure building and highlighted comments and ideas resulting from the February 15 meeting. A ball park cost of the project was just under \$1.3 million. The federal share would be \$775,111, State share \$231,326 and local share of \$284,570 as noted in the Director's Report.

Mead & Hunt planned to go to bid at the end of April, have the bid opening at the end of May and have the project start in late August depending upon receipt of the grant.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK , DULY CARRIED, THAT THE COMMISSION ACCEPT THE CONCEPTUAL PLAN FOR THE GA ARRIVAL/ DEPARTURE BUILDING REMODEL PRESENTED BY MEAD & HUNT AND MOVE FORWARD WITH A DETAILED DESIGN BASED ON COMMENTS MADE AT TODAY'S MEETING.

2. Fuel Tank Relocation Project – Status.

The tank had been delivered and the system should be operational in approximately one month.

3. Sewer/Water Project – Status.

Mead & Hunt was working on closing out the sewer/water project.

4. Master Plan Update Project – Status.

The draft financial chapter had been completed. Commissioner Czczok requested that all the completed chapters of the plan be sent to the commission. A meeting with the FAA to discuss the plan would be on March 21.

OLD BUSINESS – None.

NEW BUSINESS

1. Parking Lot – Expansion included in Master Plan Update.

NEXT MEETING

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

ADJOURNMENT

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

Respectfully submitted,

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

rm

