

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
APRIL 5, 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; Kevin Stunek; Jeff Czczok; Don Jacobson, Chair; and Paul Thiede. 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 as amended.

Commissioner Czczok requested that discussion of the Airport secretary be added under either “Old Business” or “New Business.” The Chair said to discuss under “New Business.”

MOVED AND SECONDED BY THIEDE AND CZCZOK, DULY CARRIED, THAT THE AGENDA BE APPROVED AS AMENDED.

CONSENT CALENDAR – Approved.

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

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

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

It was confirmed that the motion included all the bills emailed.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

2. Barnstormers – Update.

Mike Petersen displayed the Barnstormers poster which listed the pilots with biographies and the sponsors of the event.

3. EAA Event – Discussion.

Mr. Petersen reported that the local Experimental Aircraft Association (EAA) would sponsor a “Young Eagles” program at the Airport on June 23 in conjunction with Kinship Partners.

COMMUNICATIONS PLAN – Update.

The PR/Marketing Committee met to discuss the concepts from Red House Media and determined that the Airport should put out a statewide Request for Proposals for an advertising firm to implement the recommendations of the communications plan.

LEASE RENEWAL DONDELINGER PRIVATE HANGAR – Approved.

The Airport Director recommended that the Commission renew D. J. Dondelinger’s private hangar lease for five years with the option of one five-year additional term. The new lease rate would be based on the Consumer Price Index. The Chair requested that the lease be specific about which Consumer Price Index would be used.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION APPROVE THE RENEWAL OF THE PRIVATE HANGAR LEASE WITH D. J. DONDELINGER AS PRESENTED.

WHEN TO HOLD MONTHLY MEETINGS – Remain first Thursday of the month.

Due to a change in Commissioner Thiede’s schedule, he was no longer concerned with having the Commission meetings on the first Thursday of the month.

RECLASSIFICATION OF THE AIRPORT ADMINISTRATIVE PROFESSIONAL POSITION – Approved.

The Director advised the Commission that the Personnel Committee met on March 28 to discuss reclassifying the Airport Administrative Professional position. Due to increased demands of the position, and the desire to expand the position to include the

oversight of specialized projects and attending community meetings on behalf of the Airport Director, the position needed to be full-time. With the announcement of the retirement of the Airport Secretary, the Director was planning on the reclassified position being filled by May 19.

The proposed job description, included in the Commission packets, was discussed. Commissioner Thiede was uncomfortable with the position being responsible for administering leases and Commissioner Amundson noted that the description needed to be consistent using plural verbs. Commissioner Amundson was also concerned that insisting upon a four-year degree would limit the number of applicants and possibly prevent an excellent candidate from applying for the position. Following further discussion, it was agreed that “administers” would be struck from the job description and the requirement for a four-year degree would remain, but with the statement that “additional qualifying airport-related experience can substitute for the college education.”

Commissioner Johnson was concerned about the money the Airport was spending on staff. With recent staff raises, the new part-time custodial position and now the reclassified position, the largest expense at the Airport was salaries.

The Chair wanted a probationary period mentioned and asked if benefits were included. Commissioner Czczok said if benefits were included it needed to be stated as such. It was confirmed that the salary listed was a beginning salary.

Commissioner Johnson noted that he had asked the Director the cost for the reclassified position over three years. The Director had provided the numbers and reported that the initial increase for the reclassified position would be \$6,000.

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, THAT THE COMMISSION APPROVE THE RECLASSIFICATION OF THE ADMINISTRATIVE POSITION, INCORPORATING THE CHANGES DISCUSSED INCLUDING A PROBATIONARY PERIOD, LISTING BENEFITS AND KEEPING THE REQUIREMENT FOR A FOUR-YEAR DEGREE BUT ACCEPTING ADDITIONAL QUALIFYING AIRPORT-RELATED EXPERIENCE AS A SUBSTITUTE FOR THE COLLEGE EDUCATION.

Airport Director

1. February Figures – Discussion.

Fuel sales for February were back up to 2015 numbers and February enplanements were up 19.2% over February 2017.

2. Café Expansion – Discussion.

It was noted that health codes required some updating of the café. Preliminary discussions included redeveloping the kitchen prep area this fall. It would not be possible to blend the café and the GA terminal remodel project.

Consulting Engineer

1. GA Arrival/Departure Building Remodeling Project – Discussion.

Mitchell Walker suggested that the Ad Hoc Committee for the GA Terminal Remodeling Project meet on Wednesday, April 25, at 9:30 a.m. Mr. Walker reviewed the timeline which included going out for bid in early May.

2. Fuel Tank Relocation Project – Status.

Training on the new fuel tank system had been completed, but the system was not quite ready to use at this time.

3. Master Plan Update Project – Status.

Mead & Hunt and the Director met with the FAA on March 22. Mead & Hunt was working on final comments received from the FAA at that meeting and hoped to submit the completed plan to the FAA at the end of April.

The parking lot expansion was currently out ten years. Since it was a State project and not eligible for federal funding, the local share was more substantial and the new ARFF building would be using up quite a bit of local funds. However, the expansion would be kept on the radar and might be able to be moved up to three or four years. It was noted that the St. Cloud Airport was having parking issues as well and constructed a gravel area for auxiliary parking and perhaps Brainerd could do the same.

It was hoped that the FAA would approve the Master Plan within 30-40 days from receipt.

OLD BUSINESS – None.

NEW BUSINESS

1. Secretary – Discussion.

Commissioner Czczok thanked the secretary for her years of service.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:30 A.M.

Respectfully submitted,

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

rm

