

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
MAY 19, 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 Vice Chair Jacobson.

Upon roll call, the following Commission members were noted present: Marty Johnson; Trudi Amundson; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Andy Larson and Rachel Reabe Nystrom. Commissioner Nystrom arrived at 9:35 a.m.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

It was noted that there was nothing new regarding the antennas, therefore discussion on the extension of the AW Research lease was not listed on the May agenda. It would be listed on the June agenda.

CONSENT CALENDAR – Approved as amended.

Approval of Minutes of the Regular Meeting of April 22, 2016, as amended, with Financial Report of March 2016, as Distributed.

MOVED AND SECONDED BY SCHEELER AND JOHNSON, DULY CARRIED, THAT THE CONSENT CALENDAR WITH AMENDED MINUTES BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY SCHEELER AND JOHNSON 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 EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

WILDLIFE PLAN – Discussion; Airport Director appointed coordinator.

The wildlife assessment and plan had been submitted to the FAA for approval.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION RECEIVE AND FILE THE WILDLIFE HAZARD ASSESSMENT AND WILDLIFE HAZARD MANAGEMENT PLAN.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT AIRPORT DIRECTOR STEVEN WRIGHT BE APPOINTED THE WILDLIFE COORDINATOR.

ASSIGNMENT OF AVIONICS LEASE TO NORTHPOINT AVIATION – Approved.

MOVED AND SECONDED BY AMUNDSON AND SCHEELER, DULY CARRIED, THAT THE COMMISSION ALLOW NORTHPOINT AVIATION TO ASSUME THE AVIONICS LEASE SUBJECT TO A SUCCESSFUL COMPLETION OF THE SALE.

The option of having the term of the NorthPoint Aviation lease and the term of the Avionics lease coincide at some point would be explored.

REPORTS

Airport Director

1. Runway Incident – Discussion.

The Airport Director reported on a runway incursion event that occurred between two aircraft. Tempers flared and a verbal altercation commenced. The Director met with the parties involved and everyone recognized the seriousness of the incident and promised to exercise more caution and awareness in the future. Appropriate safety reports were filed.

2. Annexation – Commission copied letter from Oak Lawn Township.

The Airport Commission was copied a letter sent to the City Council from Oak Lawn Township that stated the Township Board of Supervisors did not support the annexation of the Airport by the City of Brainerd.

3. Long TSA Lines at MSP – Advertise Brainerd’s short lines.

Vice Chair Jacobson felt it prudent that the Airport advertise its short TSA security lines in light of the recent news coverage of long lines at the Minneapolis/St. Paul International Airport.

MOVED AND SECONDED BY SCHEELER AND NYSTROM, DULY CARRIED, THAT THE AIRPORT DIRECTOR FOLLOW UP THE IDEA OF PROMOTING THE SHORT TSA LINES AT THE BRAINERD AIRPORT.

Consulting Engineer

1. Sewer/Water Project – Bid Awarded to Ryan Contracting.

Four bids were received for the sewer/water project. Following the bid opening, Eagle Construction withdrew their bid upon discovery of a sizeable error in their bid.

Mead & Hunt recommended awarding the bid to the apparent low bidder, Ryan Contracting Co. Ms. Baird reminded the Commission that the alternate bid addressing the extension to the west by the private hangars was 100% local.

MOVED AND SECONDED BY SCHEELER AND AMUNDSON THAT THE COMMISSION AWARD THE SEWER/WATER PROJECT BASE BID TO THE APPARENT LOW BIDDER, RYAN CONTRACTING CO. OF ELKO, MN, IN THE AMOUNT OF NINE HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED EIGHTY-EIGHT DOLLARS AND FIFTY CENTS (\$936,588.50), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING.

Upon roll call, all members voted “aye.”

MOVED AND SECONDED BY AMUNDSON AND JOHNSON THAT THE COMMISSION AWARD THE SEWER/WATER ALTERNATE BID TO THE APPARENT LOW BIDDER, RYAN CONTRACTING CO. OF ELKO, MN, IN THE AMOUNT OF TWO HUNDRED TWENTY-TWO THOUSAND SIX HUNDRED TWENTY-ONE DOLLARS AND ZERO CENTS (\$222,621.00), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING.

Upon roll call, all members voted “aye,” except Commissioner Scheeler who voted “no.”

Eagle Construction requested the return of their 5% bid bond and Mead & Hunt recommended the Commission agree since they withdrew their bid so quickly.

MOVED BY SCHEELER TO NOT RETURN THE 5% BID BOND TO EAGLE CONSTRUCTION.

The Vice Chair asked three times for a second and hearing none, declared that the motion died for lack of a second.

It was agreed that the entire bid package, including the 5% bid bond, would be returned to Eagle Construction.

2. Master Plan Update – Discussion.

Work was progressing on chapter three of the Master Plan Update which addressed facility requirements.

Commissioner Scheeler left at 10:20 a.m.

The Master Plan should be completed by the end of 2016.

3. Task Order #4 for Taxilane Pavement Rehab Design – Approved.

MOVED AND SECONDED BY JOHNSON AND NYSTROM THAT THE COMMISSION ENTER INTO TASK ORDER #4 WITH MEAD & HUNT FOR THE DESIGN AND BID ADMINISTRATION SERVICES FOR THE TAXILANE PAVEMENT REHABILITATION AND TAXIWAY B CRACK SEAL PROJECT FOR A NOT-TO-EXCEED COST OF TWO HUNDRED TWENTY-SIX THOUSAND ONE HUNDRED FIFTY DOLLARS AND ZERO CENTS (\$226,150.00), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUDNING.

Upon roll call, all members voted “aye.”

OLD BUSINESS – None.

NEW BUSINESS – None.

NEXT MEETING

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

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ADJOURNMENT

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, DULY CARRIED, THAT
THE COMMISSION MEETING ADJOURN AT 10:35 A.M.

Respectfully submitted,

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

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