

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JUNE 18, 2015 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 Andy Larson.

Upon roll call, the following Commission members were noted present: Andy Larson, Chair; Gary Scheeler; Don Jacobson, Vice Chair; Trudi Amundson; and Rachel Reabe Nystrom. Also present: Jeff Wig, Airport Manager; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Commissioner Czczok.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of May 21, 2015, with Financial Report of April 2015, and Minutes of the Special Meeting of June 4, 2015, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON AND SCHEELER 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.

CONTINUED AUTHORIZATION TO PAY APPLICABLE TIME SENSITIVE BILLS – Approved until the end of the year.

Each month, there were still a few bills received that could not be held for payment until the monthly Commission meeting without incurring late fees. The majority of those bills were for purchases from big box stores or utilities.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE MANAGER CONTINUE TO BE AUTHORIZED TO PAY ANY APPLICABLE TIME SENSITIVE BILLS PRIOR TO COMMISSION MEETINGS UNTIL THE END OF 2015.

Upon roll call, all members voted "aye."

AIRPORT CAMPING – Discussion.

Details regarding Airport camping were discussed, including the need for taxi lanes and reflective directional signage. The Commission wanted camping to be cost neutral, but did not want to charge pilots to camp. Dave Wessel was looking into donations of materials needed and the actual cost of providing camping still needed to be determined.

AMENDMENT TO MEAD & HUNT TASK ORDER #2 – Approved.

An amendment was needed to Mead & Hunt's Task Order #2 (Master Plan Update) to incorporate AGIS work provided by Martinez Geospatial.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE COMMISSION APPROVE AMENDMENT #1 TO MEAD & HUNT TASK ORDER #2 FOR A NOT-TO-EXCEED AMOUNT OF SIXTY-SEVEN THOUSAND FOUR HUNDRED EIGHT DOLLARS AND NINETY-FIVE CENTS (\$67,408.95) FOR AGIS WORK AND THAT THE COMMISSION CHAIR BE AUTHORIZED TO SIGN SAID AMENDMENT.

Upon roll call, all members voted "aye."

OPEN SKIES AGREEMENT LETTER – Approved sending.

The Open Skies Agreement was created in 1992 to eliminate local government interference in order to ensure a level playing field in the airline industry. Over the years, the Gulf countries' airlines have received significant government subsidies which created an un-level playing field and jeopardized U. S. airlines' share of international routes.

The Partnership for Open & Fair Skies created a letter for airport officials to send to the Secretary of Transportation, Secretary of State and the U.S. Department of Commerce to ask for a discussion with the Gulf countries to end the unfair subsidies and request a freeze on new service by the Gulf carriers into the U.S. while discussions ensue.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE LETTER OF SUPPORT FOR THE OPEN SKIES AGREEMENT BE PUT ON COMMISSION LETTERHEAD FOR THE COMMISSION CHAIR AND AIRPORT MANAGER TO SIGN AND THAT THE LETTER ALSO BE SENT TO THE MINNESOTA CONGRESSIONAL DELEGATION.

REPORTS

Airport Manager

1. ARFF Truck Repair – Discussion.

The ARFF truck was recently undergoing repairs and was inoperable. The Manager wanted to publically thank the Aitkin Fire Department for providing a backup unit and the Brainerd Fire Department for providing a unit for flight coverage during commercial operations.

2. May 2015 Enplanements Up 14% Over May 2014.

3. New FBO Facility – Discussion.

An approval letter from the FAA stated that the two air traffic control antennas near AW Research would not need to be moved should the new FBO facility follow one of the previously discussed building options. However, should the FBO proceed with a new plan which included a larger building, the antennas would need to be moved. MnDOT offered to help with the relocation.

4. Intern Projects – Update.

Brandon Baker updated the Commission on several of the projects he was working on, including passenger surveys and working on minimum standards.

Consulting Engineer

1. Sewer/Water Update – Discussion.

The engineers reported that the sewer/water project would not impact wetlands and the next step was archeological surveys.

OLD BUSINESS – None.

Airport Commission Minutes
June 18, 2015 Meeting
Page Four

NEW BUSINESS – None.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:21 A.M. TO THE CIVIL AIR PATROL CONGRESSIONAL GOLD MEDAL CEREMONY IN THE AIRPORT MAIN TERMINAL JUNE 22, 2015, AT 7:00 P.M.

Respectfully submitted,

Jeff Wig
Airport Manager

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