

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
JUNE 4, 2015 SPECIAL MEETING MINUTES

Pursuant to due call and notice thereof, the regular meeting of the Brainerd Lakes Regional Airport Commission was called to order at 1:00 p.m., in the Airport Conference Room, by Chair Andy Larson.

Upon roll call, the following Commission members were noted present: Andy Larson, Chair; Jeff Czczok; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Jeff Wig, Airport Manager; Michelle Baird and Evan Barrett, Consulting Engineers; and Raini Mohler, Airport Secretary. Paul Strege, Consulting Engineer, was present on the telephone.

Commission members noted absent: Trudi Amundson and Rachel Reabe Nystrom.

**REVIEW AND APPROVAL OF AGENDA – Approved.**

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

**MASTER PLAN UPDATE ENGINEERING AGREEMENT – Approved.**

The old Master Plan update was briefly discussed by the Manager. The major items in the plan such as the terminal remodel, runway 16/34 and acquiring additional property were accomplished. The new plan would need to address recent federal mandates and planning for 70 to 90 seat jet service in the future.

Evan Barrett explained the preliminary timeline that was included in the packets. The 18-month timeline was a conservative estimate. Mr. Barrett suggested the formation of a stakeholder panel to be involved with the project. He also noted that several informal public meetings would be scheduled.

It was questioned whether the old plan would still be considered and Mr. Barrett said the old plan was not really viable any longer since most of the items were completed. However, the document did have historical value which was a helpful tool knowing what had been accomplished.

The completed plan would be submitted to the FAA for input. It was noted that the intense review by the FAA of the proposed scope of services was instigated to prevent “surprises” following the submittal of the plan.

When it was asked whether a new plan was needed right now, it was noted that the current reimbursement rate was extremely good and there was no guarantee that the current rate would be available in the future.

MOVED AND SECONDED BY JACOBSON AND CZECZOK THAT THE COMMISSION ENTER INTO THE PROFESSIONAL SERVICES AGREEMENT (IDENTIFIED AS TASK ORDER #2) WITH MEAD & HUNT FOR THE MASTER PLAN/AIRPORT LAYOUT PLAN TO BE COMPLETED BY DECEMBER 2016 FOR A NOT-TO-EXCEED COST OF THREE HUNDRED FIFTY-FIVE THOUSAND EIGHT HUNDRED NINETY-FOUR DOLLARS AND ZERO CENTS (\$355,894.00), SUBJECT TO RECEIPT OF FEDERAL/STATE FUNDING.

Upon roll call, all members voted "aye."

**CONSULTANT SELECTION FOR AIRPORT GEOGRAPHICAL INFORMATION SYSTEM – Authorized Manager and Mead & Hunt to choose from two finalists and negotiate a fee.**

Mead & Hunt was familiar with the four firms that submitted proposals to complete the Airport Geographical Information System. It was noted that once a firm was selected, a fee was negotiated and it was estimated that the fee should be approximately \$75,000.

The merits of the firms were discussed.

MOVED AND SECONDED BY SCHEELER AND JACOBSON THAT THE MANAGER AND MEAD & HUNT CHOOSE FROM THE FIRMS OF MARTINEZ GEOSPATIAL AND QUANTUM SPATIAL FOR THE AIRPORT'S GEOGRAPHICAL INFORMATION SYSTEM AND FOLLOWING THAT DETERMINATION, NEGOTIATE A FEE WHICH DOES NOT EXCEED THE SUGGESTED FEE OF SEVENTY-FIVE THOUSAND DOLLARS BY MORE THAN TEN PERCENT (10%).

Upon roll call, all members voted "aye."

**OTHER BUSINESS**

**1. Airport Intern Introduced.**

The Manager introduced Brandon Baker, the Airport's intern. Mr. Baker would be working on the minimum standards and completing surveys among other projects.

**2. Civil Air Patrol Ceremony.**

There would be a Congressional Gold Medal award presentation on Monday, June 22,

at 7:00 p.m., in the Airport terminal, honoring members of the Civil Air Patrol from World War II. Congressman Nolan would be in attendance. The Manager would not be able to attend, but he encouraged the commissioners to attend. The June 18 agenda would note adjournment to the event.

### **3. Essential Air Service Amendment.**

There was currently discussion in Congress calling for the elimination of the Essential Air Service (EAS). Commissioner Scheeler read a letter from the Brainerd Mayor to Congressman Nolan urging him to not support legislation to eliminate the EAS.

Several months ago, the Airport Commission Chair sent a letter of support for the EAS when there was congressional debate whether to continue the program.

### **4. City Sewer/Water Update.**

Commissioner Scheeler advised the Commission that Oak Lawn Township would need to support annexation to the City which was the first step for the Airport being annexed. He also reported that Brainerd and Baxter were still not in agreement regarding how much of the Baxter local option sales tax would go to support the municipal sewer and water extension. The Airport would wait for the City Council to discuss options and make a determination regarding the project.

### **ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 1:56 P.M. THE NEXT AIRPORT COMMISSION MEETING IS JUNE 18, 2015, AT 9:30 A.M.

Respectfully submitted,

Jeff Wig  
Airport Manager

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