

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JUNE 16, 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 Chair Larson.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; Gary Scheeler; and Marty Johnson. Also present: Steve Wright, Airport Director; Michelle Baird and Paul Strege, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: Don Jacobson.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of May 19, 2016, with Financial Report of April 2016, 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 JOHNSON 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 EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

SWOT ANALYSIS – Deferred to July.

Commissioner Amundson explained that the SWOT analysis covered strengths, weaknesses, opportunities and threats. A more complete presentation was deferred to the July meeting.

The Master Plan, currently being updated, would have some bearing on the analysis and the Chair encouraged the Commissioners to read the first three chapters of the update.

REPORTS

Airport Director

1. Miscellaneous Items – Discussion.

Radio ads about short TSA lines at the Airport were timed perfectly and began running before the busy Memorial Day holiday travel period.

The Director made a short presentation on how it was more efficient and cost effective to fly from Brainerd to MSP rather than drive when the value of one's time was considered. The informative comparison would be marketed to the community via newspaper articles and on social media.

Air shows and their positive effect on the community were briefly discussed and it was noted that the Director should seek out possible events.

The "Grass is a Gas" poker run was a huge hit with 17 aircraft and 28 participants. Due to incredible support from area vendors, over 40 prizes were available so every participant received at least one prize.

There was a discussion on drones prompted by the comment that drones could be bought at Costco. Barry Cooper, FAA Great Lakes Regional Administrator, assuaged the concerns expressed by several Commissioners regarding drones in the vicinity of the Airport. The Director noted that drone operators needed to notify the Director and receive permission prior to operating a drone within five miles of the Airport.

Consulting Engineer

1. Sewer/Water Project – Waiting for grant.

The Airport was still awaiting the federal grant for the sewer extension project.

The City's portion of the sewer extension project was on schedule and the City Engineer wanted to meet with the Commission to discuss the project.

2. Master Plan Update – Discussion.

The portion of the Master Plan update dealing with facility requirements was in progress. There would be a Master Plan presentation at the July meeting.

OLD BUSINESS

1. AW Research Lease Extension – Discussion.

The current AW Research lease would expire in September 2017. The Airport needed to plan for the best use of AW's current location and there would be more information to follow.

2. Relocation of Antennas – Discussion.

The Director briefly reviewed what had transpired regarding the relocation of the antennas and possibly the FAA equipment facility.

Barry Cooper, FAA Great Lakes Regional Administrator, spoke on the matter. The FAA had a vested interest in the future of the Airport and wanted to meet the needs of the community for the long term. There appeared to be two options: leave the current FAA facility in its current location, but relocate the antennas; or move the facility and the antennas.

Key points noted in the discussion included who would do the project, the cost for engineering support and construction oversight. It was estimated the total project could cost \$350,000, but that number was flexible. Mr. Cooper explained that it was a requirement that the FAA touch the equipment and oversee the construction. Mr. Cooper noted that the sooner the FAA knew the Airport's plan, the better.

The project should be incorporated into the Airport's Master Plan update and based on the current location of the antennas on the Airport's premier building space, it seemed prudent to move the antennas. The Commission set a goal of making a decision by September.

3. Minimum Standards – Discussion.

The Director briefly discussed minimum standards and noted that the Airport had to ensure a fair and level playing field for current and potential businesses. A committee comprised of Commission members, tenants and members of the public involved with aviation should be established.

NEW BUSINESS – None.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:31 A.M.

Respectfully submitted,

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

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