

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JUNE 14, 2017 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: Kevin Stunek; Rachel Reabe Nystrom; Andy Larson, Chair; Don Jacobson, Vice Chair; Marty Johnson; and Trudi Amundson. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

A. Approval of Minutes of the Regular Meeting of May 18, 2017, with Financial Report of April 2017, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND STUNEK 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

1. Introductions.

2. Dedication at Rosko Field – Discussion.

Mike Petersen advised the Commission that on Saturday, June 17, in conjunction with Brainerd History Week, there would be a dedication and placement of a plaque at Shipman Auto Parts which was the location of Rosko Field, the first airport in Brainerd.

3. “Grass Is a Gas Poker Run” – Discussion.

Mr. Petersen reminded the Commission that the second “Grass Is a Gas Poker Run” would be held on June 24.

4. Chair Larson – Thanked for service.

Jeff Czeczok, Airport advocate, thanked Chair Larson for his service on the Airport Commission and presented him with a “bling” bow tie.

ANNUAL REPORT – Approved.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE ANNUAL REPORT AS PRESENTED AND THAT THE REPORT BE PRINTED IN COLOR, WITH CURRENT PROJECTS HIGHLIGHTED IN BOLD PRINT, AND SENT TO GOVERNMENT AGENCIES AND CHAMBERS OF COMMERCE WITHIN A 40 MILE RADIUS OF THE AIRPORT.

SUMMARY OF DIRECTOR’S EVALUATION – Discussion; clarified title.

The Chair summarized the results of the closed session of May 18, 2017 during which the Commission evaluated the performance of the Airport Director. Overall, the Commission was quite pleased with the Director’s performance and approved an increase in salary.

It was noted that there was some confusion about the title of Mr. Wright’s position and it should be clarified that the correct title was “Director.”

MOVED AND SECONDED BY NYSTROM AND STUNEK, DULY CARRIED, THAT “AIRPORT DIRECTOR” IS THE OFFICIAL TITLE OF STEVE WRIGHT’S POSITION.

REPORTS

Airport Director

1. Director’s Report – Discussion.

The Director noted that Director’s Reports would now be in a written format and include the enplanement and fuel flowage figures. It was requested that the graphics be done in color for ease of comparison.

2. DISPATCH Articles – Discussion.

Airport articles for the DISPATCH would begin soon.

Consulting Engineer

1. Master Plan Update/ALP Status – Discussion.

The Master Plan update draft would be submitted to the FAA at the end of the month. An open house to garner community input would be scheduled for September or October.

2. Taxilane Pavement Rehabilitation Status – Discussion.

Bids received for the taxilane pavement rehabilitation project were 42% less expensive than the engineer's estimate. Ms. Baird explained that bituminous was very reasonable and contractors were "hungry."

Commissioner Johnson expressed concern about change orders being submitted which would increase the project's cost. Ms. Baird said that the contractor knew the grant was based on the bid amount so there was no opportunity to submit a lot of change orders. Also, the low bidder was confident that he would be able to reuse the old bituminous on another project which allowed him to bid lower.

Commissioner Jacobson was concerned about the cost of Mead & Hunt Task Order #6 for construction observation. Ms. Baird explained how the hours were determined based on grant requirements and stringent specifications. Commissioner Jacobson expressed that he was bothered by the high cost of the federal grant process.

3. Sewer/Water Project Status – Discussion.

Since the June 2 sewer/water hook up date was not met, the City of Brainerd was assessing the contractor \$900/day in fees. The Airport retained the services of a plumber to install meters.

4. Fuel Farm Relocation Project – Discussion.

The federal share of the fuel farm relocation project was increased to 90%.

5. Award Bid for Fuel Tank Relocation Project – Approved agenda items 9. B. 5, 6, 7.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON THAT THE COMMISSION APPROVE AGENDA ITEM 9.B. 5 WHICH WOULD AWARD THE UNDERGROUND AVGAS FUEL TANK RELOCATION BASE BID AND ALTERNATE BID 2 TO THE APPARENT LOW BIDDER, EAGLE CONSTRUCTION COMPANY OF

LITTLE FALLS, MN, IN THE AMOUNT OF FIVE HUNDRED THOUSAND SIX HUNDRED DOLLARS AND ZERO CENTS (\$500,600.00), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDS; AND AGENDA ITEM 9.B. 6 WHICH WOULD AWARD THE TAXILANE PAVEMENT REHABILITATION BASE BID AND ALTERNATE BID TO THE APPARENT LOW BIDDER, TRI-CITY PAVING, INC. OF LITTLE FALLS, MN, IN THE AMOUNT OF SEVEN HUNDRED FORTY THOUSAND FIVE HUNDRED TWENTY-THREE DOLLARS AND EIGHT CENTS (\$740,523.08), SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDS; AND AGENDA ITEM 9.B. 7 WHICH WOULD APPROVE MEAD & HUNT TASK ORDER #6 FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE TAXILANE PAVEMENT REHABILITATION PROJECT FOR A NOT-TO-EXCEED COST OF TWO HUNDRED FORTY THOUSAND SEVEN HUNDRED SEVENTY DOLLARS AND ZERO CENTS (\$240,770.00) SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDS.

Upon roll call, all members voted "aye," except Commissioner Johnson who voted "no" because he felt the Commission should rebid the fuel project since only one bid, which was high, was received.

OLD BUSINESS

1. Commissioner Larson's Tenure – Discussion.

Chair Larson indicated that he had received a letter from the City of Brainerd stating his tenure on the Airport Commission would terminate June 30, 2017. The Airport Ordinance required Mr. Larson to continue to serve until a replacement was named.

NEW BUSINESS

1. Status of Additional Charter Flights – Discussion.

The Director explained that with the casino charters, the casino accepted all risks associated with the flight. In order to have charters to additional locations, an entity such as a chamber, tour company or visitors' bureau was needed to accept the risks.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT

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THE COMMISSION MEETING ADJOURN AT 10:30 A.M.

MOVED AND SECONDED BY JACOBSON AND NYSTROM, DULY CARRIED, TO
RECONSIDER THE MOTION TO ADJOURN.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED,
THAT AT 10:30 A.M., THE COMMISSION ADJOURN TO SHIPMAN AUTO SUPPLY
ON JUNE 17, 2017, AT 10:00 A.M., FOR THE DEDICATION OF ROSKO FIELD.

Respectfully submitted,

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

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