

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
SEPTEMBER 15, 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: Gary Scheeler; Don Jacobson, Vice Chair; Marty Johnson; Trudi Amundson; and Andy Larson, Chair. Also present: Steve Wright, Airport Director; Michelle Baird, Consulting Engineer; and Raini Mohler, Airport Secretary.

Commission members noted absent: Rachel Reabe Nystrom.

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

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of August 25, 2016, with Financial Report of July 2016, as Distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY SCHEELER AND AMUNDSON 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 Airport Growth – Comments from Jeff Czczok.**

Jeff Czczok commented that the Airport was positioned to grow, develop business and become more financially independent and he encouraged the Commission to stay focused on those goals.

**3. Signage – Request for better signage in parking lot and on the street.**

Mark Nesheim of Wings Airport Café requested more clearly defined signage in the parking lot and on the street.

**RESOLUTION TO EXECUTE GRANT AGREEMENT FOR FIRE SUPPRESSION,  
SEWER IMPROVEMENTS AND DESIGN PAVEMENT REHABILITATION – Adopted.**

MOVED AND SECONDED BY SCHEELER AND AMUNDSON, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MN AGREEMENT NO. 1026474, "GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION," FOR STATE PROJECT NO. A1801-116 AT THE BRAINERD LAKES REGIONAL AIRPORT IS ACCEPTED. (2) THAT THE AIRPORT COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR ARE AUTHORIZED TO EXECUTE THIS AGREEMENT AND ANY AMENDMENT ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

**REPORTS**

**Airport Director**

**1. Miscellaneous Items – Discussion.**

The Director noted that it had been busy at the Airport and several major items were on the horizon including the annual Part 139 tabletop emergency planning meeting and the Part 139 inspection.

The Business after Hours was a success with over 120 people attending. Commissioner Scheeler complimented the Director's involvement and said he did a good job. The Chair thanked Commissioner Scheeler for attending and representing the Commission.

**Consulting Engineer**

**1. Master Plan Update/ALP – Discussion.**

There would be a public Master Plan update meeting on September 27.

**2. Sewer/Water Extension – Discussion.**

The preconstruction meeting for the sewer project would be September 20. The project

was tentatively scheduled to start September 26 and the base bid called for completion in 40 business days. An additional five days would be allowed for the alternate bid and the project should be done by Thanksgiving.

### **3. Capital Improvement Plan Meeting – November.**

#### **OLD BUSINESS**

##### **1. Relocation of Antennas – Status of.**

There would be a meeting on Wednesday to nail everything down with the FAA and MnDOT. Details on FAA involvement and expected cost would be determined.

##### **2. Minimum Standards – Status of.**

The Minimum Standards Advisory Committee met last Monday. Several issues remained to be resolved and the Committee would meet again at the end of October.

#### **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 JACOBSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:09 A.M.

Respectfully submitted,

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

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