

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
SEPTEMBER 7, 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 Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Chair; Marty Johnson, Vice Chair; Kevin Stunek; Jeff Czczok; and Rachel Reabe Nystrom. Also present: Steve Wright, Airport Director, and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson.

**INTRODUCTIONS – Members of the audience introduced themselves.**

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

The Chair requested that item 8 on the agenda be moved to follow item 10.

MOVED AND SECONDED BY CZECZOK AND JOHNSON, DULY CARRIED, THAT THE AGENDA BE APPROVED AS AMENDED.

**CONSENT CALENDAR – Approved.**

A. Approval of Minutes of the Regular Meeting of July 20, 2017, with Financial Reports of June 2017 and July 2017, as Distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND STUNEK THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS, INCLUDING THE ADD ON BILLS, EMAILED TO THE COMMISSION PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM – None.**

**RESOLUTION TO ACCEPT STATE M & O CONTRACT – Adopted.**

Commissioner Czczok asked whether there was a requirement that the State M & O funds not be used for anything other than maintenance and operation. The Director explained that the State delineated items eligible for reimbursement and invoices

needed to be submitted to prove that the expense was specifically used for M &O.

MOVED AND SECONDED BY STUNEK AND CZECZOK, DULY CARRIED, THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA CONTRACT NUMBER 1028928, "AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT," 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 CONTRACT AND ANY AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

## **REPORTS**

**Airport Director – No questions.**

### **Consulting Engineer**

The Engineer's Report was emailed to the Commissioners. The Director briefed the Commission on the status of the grant projects: (1) The hangar pavement rehabilitation project would begin September 11 and be completed October 1. (2) The fuel tank relocation project began yesterday. The new tank would be here in December and installed in the spring. (3) The sewer/water project would begin again the week of September 18. Commissioner Czeczok asked when the sewer/water system would be fully operational and the Director estimated by the end of October.

The Director spoke about the MnDOT needs meeting which would be held on October 5 from 1:00 p.m. to 3:30 p.m. A public open house to address the Master Plan update would also be held that day at 5:00 p.m. Commissioner Czeczok questioned whether invitations would be sent to the needs meeting and the Director replied in the affirmative. Invitations would include City and County Administrators, Chamber representatives and a BLADEC representative.

The open house would be advertised in the newspaper and put on the Airport's Facebook web page.

**OLD BUSINESS – None.**

**MINIMUM STANDARDS – Approved.**

The Director reviewed the minimum standards process to date and reminded the Commission that the Minimum Standards Advisory Committee had met a few times since last year to discuss the document. Now it was time for the Commission to decide

what it wanted to require of Airport businesses. The draft document included in the packets allowed for development on the airfield and also allowed some level of competition as well. It was the Director's recommendation that the Commission accept the draft document.

A lengthy discussion ensued with much of the discussion centered on a Single Aviation Services Operator (SASO). The current FBO owner was concerned how the SASO would impact his business. There was also concern from members of the general aviation community about the Airport being too restrictive when it came to mechanics performing on the field.

Commissioner Czczok noted that the purpose of minimum standards was self-sustainability of the Airport and commented that a prospective FBO would have the same questions as the current FBO about a SASO.

MOVED BY JOHNSON THAT THE COMMISSION ACCEPT THE MINIMUM STANDARDS AS PRESENTED UP TO THE SECTION ADDRESSING THE SINGLE AVIATION SERVICES OPERATOR (SASO) AND SEND THE DOCUMENT BACK TO COMMITTEE TO TWEAK THE LANGUAGE ON THE SASO.

Motion died for lack of a second.

MOVED AND SECONDED BY STUNEK AND CZECZOK THAT THE COMMISSION ACCEPT THE MINIMUM STANDARDS AS PRESENTED AT TODAY'S MEETING.

Commissioner Czczok requested a roll call vote.

Upon roll call, all members voted "aye," except Commissioner Johnson who voted "no" because of the Single Aviation Services Operator section.

### **FBO RFP'S – Approved with changes.**

Commissioner Czczok noted that it was the first time the Airport issued RFP's for a FBO and confirmed that issuing RFP's kept us in line with the grant process.

Commissioner Johnson questioned why de-icing, ground handling for passenger and cargo aircraft and into-plane fueling services for commercial carriers and cargo aircraft were listed as optional services rather than required.

A lot of discussion was generated by the financial section of the RFP. Commissioner Czczok felt asking for salary information on employees was beyond what the Commission really needed. The Director explained that it was to help the Commission

make a decision about which FBO to choose and agreed that the request was outside of what was standard, but noted that the FBO would be a tenant of a public organization.

Commissioner Czczok cautioned that any questions fielded needed to come from the Commission and not members of the audience since the RFP stated that questions needed to be in writing and sent to the Director.

After further discussion, it was agreed that a corporate tax return was adequate to address the request for financial information and that the employee salary information would be deleted.

MOVED AND SECONDED BY CZECZOK AND JOHNSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE RFP FOR FIXED BASE OPERATOR SERVICES AS PRESENTED, BUT OMIT THE REQUEST FOR EMPLOYEE SALARY INFORMATION AND ACCEPT A CORPORATE TAX RETURN FOR EVIDENCE OF FINANCIAL FITNESS, AND THAT THE DIRECTOR BE AUTHORIZED TO SEND OUT THE RFP'S WITH THOSE REVISIONS.

**NEW BUSINESS – None.**

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting. The Chair reiterated that it would be a long day should the Commissioners chose to attend the MnDOT needs meeting and the Master Plan update open house.

**ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:16 A.M.

Respectfully submitted,

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

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