

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
NOVEMBER 2, 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: Trudi Amundson; Kevin Stunek; Jeff Czczok; Don Jacobson, Chair; and Paul Thiede. Also present: Michelle Baird, Consulting Engineer; Steve Wright, Airport Director; and Raini Mohler, Airport Secretary.

Commission members noted absent: Marty Johnson.

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

The Director noted that under “New Business” the Commission would need to act on the Air Service Development Grant which arrived after the agenda packets had been mailed.

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

**CONSENT CALENDAR – Approved.**

A. Approval of Minutes of the Regular Meeting of October 5, 2017, with Financial Report of September 2017, as Distributed.

An error in the motion regarding potential Super Bowl flights would be corrected in the permanent file copy.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE CONSENT CALENDAR, WITH THE CORRECTION MADE TO THE MINUTES, BE APPROVED AS AMENDED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND THIEDE THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO THE COMMISSION PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM – Introductions.**

**1. Water Quality – Discussed.**

Sara Ahlers of AW Research Laboratories questioned when the bubbles would no longer be present in the water. The Director said he had been assured the issue was temporary and would resolve itself.

**SEWER/WATER UTILITY EASEMENT – Approved.**

It was noted that there was a 30' buffer on centerline that would allow BPU access to the sewer/water system for repairs if necessary.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THAT THE DIRECTOR CONFIRM WITH THE FAA BEFORE THE FINAL UTILITY EASEMENT IS APPROVED, AND THEN SIGN ALL PERTINENT DOCUMENTS.

**REVIEW OF FBO PROPOSAL AND SELECTION OF FBO – NorthPoint Aviation Selected.**

The Director advised the Commission that NorthPoint Aviation was the lone response received following the published Request for Proposals for a Fixed Base Operator.

The Director recommended a ten-year lease with two extensions be entered into with NorthPoint Aviation. At the end of the final term another RFP process would commence.

Jeff Voigt and Joe Birkemeyer briefed the Commission on the vision and direction of NorthPoint Aviation.

MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, THAT THE COMMISSION APPROVE THE LEASE WITH NORTHPOINT AVIATION AS DISCUSSED AND THAT THE CHAIR AND DIRECTOR BE AUTHORIZED TO SIGN ALL PERTINENT DOCUMENTS.

**REPORTS**

**Airport Director**

**1. Enplanements – Substantial increase over October 2016.**

## **2. Miscellaneous Items – Discussion.**

Only a few neighbors attended the Master Plan Update Open House, but no one had any negative issues or concerns to discuss.

The 50-seat aircraft would probably stay in Brainerd for a bit. The Director was hoping for an additional flight in the summer or a 70-seat aircraft.

The testing of the fire suppression system was ongoing.

A charter to Nashville would require a revenue guarantee from the local community as the FAA did not allow airport funds to be used.

## **Consulting Engineer**

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

The Master Plan update was on target to be submitted to the FAA at the end of the year. Approval by FAA could take from 45 to 90 days.

### **2. Fuel Farm/GA Site Prep Project Update – Discussion.**

The new fuel tank was scheduled for a mid-December installation.

### **3. Hangar Pavement Rehabilitation Project – Discussion.**

A few punch list items would be corrected in the spring.

### **4. Sewer/Water Project – Discussion.**

The drain field would be removed at the end of November, then turf restoration would be completed in the spring.

## **OLD BUSINESS – None.**

## **NEW BUSINESS**

### **1. Resolution to Accept State Marketing Grant – Adopted.**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED THAT IT IS RESOLVED BY THE BRAINERD LAKES REGIONAL AIRPORT AS FOLLOWS: (1) THAT THE STATE OF MINNESOTA AGREEMENT NO. MNDOT CONTRACT NO.1029716, "GRANT AGREEMENT FOR AIR SERVICE MARKETING," FOR STATE PROJECT NO. A1801-SM013 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 AMENDMENTS ON BEHALF OF THE BRAINERD LAKES REGIONAL AIRPORT.

The total project cost for marketing was \$34,180. The State's share would be \$23,904 and the local share would be \$10,276.

#### **NEXT MEETING**

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

#### **ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:10 A.M.

Respectfully submitted,

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

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