

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
DECEMBER 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 10:00 a.m., in the Airport Conference Room, by Chair Jacobson.

Upon roll call, the following Commission members were noted present: Kevin Stunek; Jeff Czczok; Don Jacobson, Chair; Paul Thiede; Marty Johnson, Vice Chair; and Trudi Amundson. Also present: Michelle Baird and Paul Strege, Consulting Engineers; Mitchell Walker, Mead & Hunt architect; Steve Wright, Airport Director; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

A. Approval of Minutes of the Regular Meeting of November 2, 2017, with Financial Report of October 2017, as Distributed.

The Director indicated that the file copy of the minutes would be revised to include the amounts of the Air Service Grant approved last month. The total project cost for marketing would be \$34,180. The State share would be \$23,904 and the local share would be \$10,276.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND JOHNSON 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.

AUTHORIZATION TO PAY YEAR-END BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON THAT THE DIRECTOR BE AUTHORIZED TO PAY YEAR-END BILLS IF APPLICABLE.

Upon roll call, all members voted "aye."

REPORTS

Airport Director

1. Part 139 Inspection – Discussion.

The recent Part 139 inspection went well.

2. Enplanements – Discussion.

Both October and November enplanements were up. The Director would work with SkyWest for either additional summer flights or service by a 70-seat jet.

3. Sun Country Charters – Discussion.

The January Sun Country charter to Laughlin, Nevada would be 100% Brainerd passengers and we were recently advised of a February charter as well.

4. Part-time Custodian – Discussion.

In order for the ARFF/Operations staff to be able to concentrate on airfield operations and safety, along with equipment repair and maintenance, the Director reminded the Commission that he would be hiring a part-time custodian in January.

There was a brief discussion about the part-time person being able to fill in for ARFF/Operations staff someday if needed. Commissioner Czczok commented that perhaps there would be a First Responder or firefighter in the community looking for part-time work. Commissioner Czczok asked whether all applicable background checks would be completed for the new employee and was answered in the affirmative.

Consulting Engineer

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

Paul Strege updated the Commission on the status of the Master Plan project. The financial plan would be submitted in another two months. Commissioner Czczok wondered whether the project was on track and Mr. Strege admitted they were a bit behind due to various factors.

2. Fuel Farm Project – Update.

The new fuel tank was scheduled for delivery in January.

3. GA Arrival/Departure Building Remodel – Discussion.

Mitchell Walker distributed a very preliminary schematic of the GA arrival/departure building remodel and discussed a few specifics of the project. Approximately 1,500 square feet of the existing terminal would be utilized, the café would be separated from the arrival/departure area and about 3,000 square feet would be added onto the east end of the current facility.

An ad hoc committee was formed with Commissioners Amundson, Czczok and Stunek. Someone from NorthPoint Aviation would also be on the committee along with Mike Petersen, the Aircraft Owners and Pilots Association representative. The committee would report at the monthly Commission meetings.

Bid opening for the project would be mid-May and the successful bidder would hold their bid for 120 days to await the grant. Construction would start in late August. Mr. Walker also touched on funding eligibility for the various portions of the project. There would be no funding available for the café remodel. Commissioner Czczok questioned whether the café would need to close for a portion of the project and Mr. Walker stated the café could remain open.

OLD BUSINESS – None.

NEW BUSINESS

1. Availability of Publications from Various Organizations – Discussion.

Commissioner Czczok noted that on the bill report, a bill for MCOA membership was listed and he asked whether there were any publications that came with that membership. The Director said MCOA had a newsletter that was available online.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:46 A.M. AND THE COMMISSION ENTER INTO A CLOSED SESSION PURSUANT TO MN STATUTE 13D.03 SUBD 1(B) TO DISCUSS LABOR NEGOTIATION STRATEGIES.

The Commission met in closed session from 10:54 a.m. until 12:05 p.m. to consider its strategy for labor negotiations relating to the expiration of an agreement between the Commission and the International Union of Operating Engineers, Local 49, and the entrance into a new agreement for a three year term effective January 1, 2018.

Comparative changes from the current agreement to the new agreement included: (1) changing the name of the department from ARFF/Maintenance to ARFF/Operations; (2) allowing employees to invest accrued sick leave into a Health Care Savings Plan; (3) various administrative changes; (4) increased compensatory time; (5) increase in salary in order to recognize the ARFF/Operations responsibilities in comparison with other airports and adjusted for the Brainerd Lakes Region.

Discussion took place regarding the salary and benefits structure. Commissioners discussed the appropriate arrangements as labor agreements were being revised into more of a performance based salary structure. It was noted that Airport employees tended to stay in the industry and appreciated the current structure.

The Commission would reevaluate contract language and identify ways to redefine how employees were compensated in accordance with modern methods by the end of the next agreement cycle.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON TO ADJUST THE SALARY INCREASE TO 2.5%, 2.5%, 2.5% INSTEAD OF 3%, 2.5%, 2.5% AND SEND BACK FOR NEGOTIATION.

Commissioner Czeczok voted "aye," and all other commissioners voted "no."

MOVED AND SECONDED BY STUNEK AND THIEDE, DULY CARRIED, TO ADJOURN THE CLOSED SESSION AT 12:05 P.M. AND REOPEN THE MEETING TO THE PUBLIC.

Airport Commission Minutes
December 7, 2017 Meeting
Page Five

MOVED AND SECONDED BY STUNEK AND AMUNDSON THAT THE COMMISSION ACCEPT THE LOCAL 49 LABOR AGREEMENT AS PRESENTED.

Upon roll call, all members voted "aye," except Commissioner Johnson.

There was no further business to come before the Commission.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 12:10 P.M.

Respectfully submitted,

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

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