

BRAINERD LAKES REGIONAL AIRPORT
FEBRUARY 02, 2023 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 the Airport Director.

Upon roll call, the following Commission members were noted present: Dave Albers; Chair, Kevin Yeager; Vice Chair, Steve Barrows, Glen Nygard, Darrell Palmer, and Kevin Stunek. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director; and Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY YEAGER AND STUNEK, DULY CARRIED THAT THE AGENDA BE APPROVED.

Upon roll call, all members present voted “aye”.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of January 5, 2023, and Special Meeting of January 18, 2023, with Financial Report of December 2022, as distributed.

MOVED AND SECONDED BY PALMER AND BARROWS, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED.

Upon roll call, all members present voted “aye”.

APPROVAL TO PAY BILLS – Approved.

Upon roll call, all members present voted “aye” to approve to pay the bills emailed to Commissioners prior to the meeting.

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

A. Airport Staff & Marketing/Creative Services

The Airport Director presented a written and verbal report to the Commission. Year-end information for 2022 in reference to enplanements and fuel was provided. Skywest has reached out to Brainerd and is looking to utilize larger aircraft; CRJ 700 or 900.

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The Deputy Director provided information on ARFF/Maintenance. Brainerd has had a higher-than-average snowfall and maintenance is catching up on snow clean up. The Deputy Director is working with Centra Sota & O'day on fuel system improvements. A quote is in the works to replace the rescue building overhead door, and the T-hangar 20 series locks need replacement.

B. 2022 Annual Report of Activities

C. Consulting Engineer

The Consulting Engineer informed the Commission and others present that the construction of the ARFF/SRE building is still on time and on budget. Their goal is to be complete by May 31st 2023, but the planned date is June 30th, 2023.

Bids for the Entrance Road project and the Hangar development are posted in the Brainerd Dispatch as well as online. Bidding starts on February 28, 2023 at 11:00am.

Waiting to hear back on approval for the Badging and Access project sometime in February or March.

OLD BUSINESS:

A. Wing's Airport Café Lease Discussion/Action:

The Airport Director reviewed with the Commission, a percentage of growth chart and advised that Wing's Café is ready to enter into a 20-year lease with Brainerd Lakes Regional Airport based on the terms written in the letter of intent. Elaborate discussion was held in regard to profits and the extensive time provided for the lease. Discussed the possibility of sending out a new RFP with current terms and conditions.

MOTION TO APPROVE THE LEASE BY BARROWS AND SECONDED BY STUNEK.

Upon roll call, all members present voted, with results of 4-2 to approve the signing of the new lease with Wing's Airport Café.

NEW BUSINESS:

A. Presentation of 2023 Flight Plan

Brainerd Lakes Regional Airport's mission is to be the gateway to Minnesota's favorite place. The Airport also has a ten-year goal of 100,000 enplanements. The infrastructure is already here for the capability.

ARFF Operations plan for 2023 include, firefighter, EMT, and safety training, migrating IT and transitioning into the new ARFF/SRE building.

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The Airport continues working on goals for self-sustainability, maintenance management, marketing and air service development.

B. Approval of 2023 Adjusted Budget

THE AIRPORT DIRECTOR RECOMMENDED APPROVAL FOR THE 2023 ADJUSTED BUDGET. MOTION TO APPROVE THE 2023 ADJUSTED BUDGET BY NYGARD AND SECONDED BY BARROWS.

Upon roll call, all members present voted “aye”.

C. Task Order 2023-1 – Mead & Hunt – Discussion/Action

MOTION TO APPROVE THE TASK ORDER 2023-1 FOR MEAD & HUNT BY STUNEK AND SECONDED BY PALMER.

NEXT MEETING:

The majority of Commissioners present indicated that they would be able to attend the next meeting on March 2, 2023, with the exception of Dave Albers; Chairman.

ADJOURNMENT

MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:12 AM.

Upon roll call, all members present voted “aye” to adjourn.

Respectfully submitted,



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