

BRAINERD LAKES REGIONAL AIRPORT
APRIL 06, 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: Steve Barrows, Glen Nygard, Darrell Palmer, Kevin Stunek, Kevin Yeager; Vice Chair. Members noted as absent: Dave Albers. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY STUNEK AND PALMER, 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 March 2, 2023, with Financial Report of February 2023, as distributed.

MOVED AND SECONDED BY NYGARD 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.

MOVED AND SECONDED BY PALMER AND BARROWS, DULY CARRIED, TO APPROVE TO PAY THE BILLS.

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

**Airport Commission Minutes
April 6, 2023**

The Airport Director presented a written and verbal report to the Commission reviewing enplanements for March, which didn't have much change from February this year. Delta still plans to bring in larger aircraft this summer but advises this may be temporary. General Aviation fuel sales are on the slow side for increases, mostly due to weather. New radio, digital and billboard advertisements are in the works and should be ready for publishing soon.

B. Consulting Engineer

The Consulting Engineer was unable to be present at this meeting, however, Aaron from Hy-Tec Construction was present. The Airport Director and Aaron advised that the construction on the ARFF/SRE building is going well and should be complete roughly around May with staff moving in July, and ribbon cutting in August.

OLD BUSINESS:

A. Airport Security Plan Summary – Discussion

Delta plans to utilize CRJ700 and CRJ900 aircraft at BRD, which means changes in security. TSA, Airline staff and Airport Staff have all been in communication about the changes that need to take place. A whole new security plan will not need to be implemented at Brainerd. Widgets and small investments will be enough for staff to be prepared for larger aircraft.

NEW BUSINESS:

A. Fiscal Summary – Discussion

The Airport Director tracked down when and who made decisions in the past about separate funding accounts. The Airport Commission had decided to hold City and County contributions in escrow account while grant funding was received at Brainerd Airport.

B. Air Service Marketing Grant – Acceptance and Approval

A motion to approve the Air Service Marketing Grant was tabled until the next Airport Commission meeting for further discussion. Approved to table this topic by Barrows and seconded by Stunek.

C. Request for Deposit for Hangar Purchase from Hy-Tec – Approval

Aaron made a request to the Commission to authorize a purchase for hangar materials due to long lead time and potential price changes, before the Airport receives award for the grant. A motion was made to approve Hy-Tec to make a purchase for hangar supplies, of which will be the belongings of the airport, not to exceed \$100,000 by Palmer and seconded by Stunek.

D. Email regarding Tree Clearing French Rapids Storm Damage

Airport Commission Minutes
April 6, 2023

An email from Bryan Pike was sent to the Airport Director and shared with the Commission requesting permission to proceed with tree clearing at the French Rapids Ski Area. Advice given to the Commission was to clear out the downed trees from the winter season before the value in the trees goes down. This discussion will be revisited when more information can be provided with numbers in regard to expense vs. profit.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on May 4, 2023.

COMMISSIONER ITEMS:

A. Commissioner Yeager addressed thanks to ARFF Staff member James Norwood for the tour of the ARFF/SRE building and proposed review on the maintenance for this building for years to come and the expense to go along with that maintenance.

ADJOURNMENT

MOVED AND SECONDED BY PALMER AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:33 AM.

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

Respectfully submitted,



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

