

BRAINERD LAKES REGIONAL AIRPORT  
SEPTEMBER 07, 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 Chair.

Upon roll call, the following Commission members were noted present: Steve Barrows, Glen Nygard, Darrell Palmer, Kevin Stunek and Dave Albers; Chair. Members noted as absent: Kevin Yeager; Vice Chair. 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 STUNEK AND PALMER, DULY CARRIED THAT THE AGENDA BE APPROVED.

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of August 3, 2023, with Financial Report of July 2023, as distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY PALMER AND BARROWS, DULY CARRIED THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL BE 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, highlighting the current trend of enplanements on the airline. Commissioners expressed concern as to the cause of

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the lower enplanements this year. Many variables are taking part in this factor. Missed connections, maintenance issues, scheduling changes and more. Commissioners asked, "What can we do to get the schedule fixed?" The Airport Director and Strateligent are working together to get communications to the right contact at Delta.

The Airport Director plans to get Commission members, Strateligent and leaders of the Community and the State with one message and present it to Delta. Discussion continued reviewing the proper steps to take in order to get the message heard at the airlines.

The EAS contract is also up for bid soon with both Delta and Sun Country looking to apply for this contract.

**B. Consulting Engineer**

The Consulting Engineer informed the Airport Commission that the hangar project is under construction with footings being done and metal to go up soon. The airport entrance road milling is set to begin on Monday September 11, 2023 and striping parking lots A & B later in the week. The CAP parking lot is complete, and Holden Electric assisted with their lighting. Mead & Hunt is working with Airport Administration on the planning of next year's grants.

**OLD BUSINESS:**

**A. Reconsideration of Preliminary Budget**

Commissioner Barrows made a motion to reconsider the proposed 3% contribution from both the County and the City for the budget. Reconsider and rescind the 3%, leaving the contribution the same while keeping this in mind in the future if needed.

MOVED AND SECONDED BY BARROWS AND STUNEK, DULY CARRIED THAT THE RECONSIDERATION AND RESCIND OF A 3% INCREASE BE APPROVED.

Upon roll call, all members present voted "aye".

**NEW BUSINESS:**

**A. State Grant – Pavement Maintenance**

The Airport received the annual grant for crack sealing; not to exceed \$50,000. The lowest bidder – Aztek out of St. Cloud is ready to complete the work.

MOVED AND SECONDED BY PALMER AND BARROWS THAT THE CRACK SEALING GRANT BE APPROVED.

Upon roll call, all members present voted "aye".

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**NEXT MEETING:**

All Commissioners present indicated that they would be able to attend the next meeting on October 5, 2023

**ADJOURNMENT:**

MOVED AND SECONDED BY STUNEK AND BARROWS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:15 AM.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", written in a cursive style.

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