

BRAINERD LAKES REGIONAL AIRPORT  
OCTOBER 05, 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: Glen Nygard, Darrell Palmer, Kevin Stunek, Kevin Yeager; Vice Chair and Dave Albers; Chair. Members noted as absent: Steve Barrows. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, and Kassy Loftus, Deputy Director.

**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 September 7, 2023, with Financial Report of August 2023, as distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

Bills were distributed prior to the meeting and discussed.

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

**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, providing current information about the status of airline enplanements, which are currently showing as low. An air service task force meeting was held recently to discuss all concerns with Delta’s schedule and what actions, if any, can be taken to influence a positive change. Actions from this meeting were for the Brainerd Lakes Regional Airport to post on social media advising all passengers to share their concerns directly to Delta. According to Strateligent, the social media post was the most

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optimistic advocacy post ever seen before. The Airport Director is working with Strateligent to finalize a resolution and once it's complete, the community partners will share the resolution with Delta.

Strateligent believes that if the information and data about the Brainerd market is provided to Delta within the resolution a strong unified point of view can be made about the needs of air service at the Brainerd Lakes Regional Airport.

**B. Consulting Engineer**

The Airport Director advised the Commission that the current projects under construction at the Brainerd Lakes Regional Airport are moving forward and are planned to be completed by the first weekend of November.

Leases for new hangars and old buildings were discussed, who they are being offered to, information contained in the lease and actions needed if improvements are implemented.

**OLD BUSINESS:**

**NEW BUSINESS:**

**A. Review of Bids – Essential Air Service**

Three bids were received at the Brainerd Lakes Regional Airport:

Delta Skywest – 12 weekly flights, load factor of 36%, average fair of \$98 one way

Sun Country – (first time bidding on EAS at BRD) offering a bus to enhance service, year round service between BRD-MSP, 2.3 flights weekly round trips, seasonal service to RSW, MCO, PHX

Boutique Air – Terminal 1 (same as Delta), Two turbo props, Piaggio P180 and PC-12, 9 passenger airplanes, bags would transfer to American or United not Delta, 30 round trips per week, \$76 one way.

The decision of who gets the bid goes to the Department of Transportation, of which, they are requesting community feedback. BRD will provide this information on social media to receive feedback from others. The Airport Director requested the Commission to also request feedback from those in their daily groups.

**NEXT MEETING:**

All Commissioners present indicated that they would be able to attend the next meeting on November 2, 2023

**ADJOURNMENT:**

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MOVED AND SECONDED BY STUNEK AND YEAGER, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:57 AM.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Steven A. Wright', with a stylized flourish at the end.

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