

BRAINERD LAKES REGIONAL AIRPORT
NOVEMBER 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 Chair.

Upon roll call, the following Commission members were noted present: Glen Nygard, Darrel 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, 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 October 5, 2023, with Financial Report of September 2023, as distributed.

MOVED AND SECONDED BY STUNEK 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 YEAGER, 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, discussing the capacity of seats available with the increase in aircraft size, however, the Delta flight schedule is

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impacting enplanements significantly. As of October 2023, dual class is an option for the first time ever in Brainerd MN on Delta airlines.

Timber sale is complete, and the airport received higher revenue than expected on that project.

Stratigent informed the Commission that Skywest dollars are being used for the November/December campaign advertising holiday travel with hopes we can fill as many mid-day seats as possible.

B. Consulting Engineer

The Consulting Engineer informed the Airport Commission that the Entrance Road project is complete and all went well. The Hangar project will be substantially complete on November 10th 2023, just waiting for the big bi-fold doors to arrive. Minor sight work will need to be done in the spring.

OLD BUSINESS:

A. Letter of Recommendation – Essential Air Service

Airport Administration queried the public on social media, and an article was printed in the newspaper encouraging feedback from the public on the topic of airline service in Brainerd. A total of 547 responses were received through social media, phone calls and emails. The majority request for Delta to remain in Brainerd for Essential Air Service. Some feedback provided an additional request for the early morning flight to return.

The Brainerd Lakes Regional Airport recommends Delta Airlines remains the continuing operator for the Essential Air Service contract and that the draft letter be submitted to the DOT recommending Delta through Skywest.

MOTION TO APPROVE BY STUNEK AND SECONDED BY NYGARD, DULY CARRIED THAT THE BRAINERD LAKES REGIONAL AIRPORT SUBMIT THE LETTER OF RECOMMENDATION TO THE MNDOT IN FAVOR OF DELTA THROUGH SKYWEST.

B. Community Resolution – Delta Air Lines

MOTION TO ACCEPT THE RESOLUTION AS IS WITH ADDITIONS ON STATS BY PALMER, SECONDED BY YEAGAR. DULY CARRIED THAT THE COMMUNITY RESOLUTION FOR DELTA AIR LINES BE ACCEPTED WITH ADDITIONS.

Upon roll call, all members present voted “aye” to accept the community resolution with additions.

NEW BUSINESS:

A. Tentative Agreement – International Union of Operating Engineers, Local 49

The International Union of Operating Engineers, Local 49 is requesting that the airport stick with

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the current longevity agreement, which models to similar positions throughout the city. If performance isn't being met, the Commission has the authority to address performance at that time. The Airport Director recommends the Commission approve the changes to the Labor Agreement.

Upon roll call, all members present voted "aye" in agreement to approve the changes to the International Union of Operating Engineers, Local 49, labor agreement.

B. Selection of Tenant – Building 21

Two responses were received at the airport for Building 21; NorthPoint Aviation and the Department of Natural Resources. The decision is up to the Commission for occupancy.

MOTION TO ACCEPT NORTHPOINT AS TENANT OF BUILDING 21 BY STUNEK, SECONDED BY NYGARD, DULY CARRIED THAT NORTHPOINT AVIATION WILL OCCUPY AND RENT BUILDING 21 FROM THE AIRPORT.

Upon roll call, all members present voted "aye" to approve new occupancy in building 21.

C. Airport Sponsorship Arrangements – Information Only

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on December 7, 2023 with Chairman Dave Albers attending remote.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:11 AM.

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

Respectfully submitted,



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