

BRAINERD LAKES REGIONAL AIRPORT
December 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, Kevin Stunek, and Kevin Yeager; Vice Chair. Members noted present according to Minn Statute 13D.021 via video call: Dave Albers; Chair. Members noted as absent: Darrel Palmer. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, and Kassy Loftus, Deputy Director. Also present via video call: Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of November 2, 2023, with Financial Report of October 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 STUNEK AND NYGARD, 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 and highlighted that airline enplanements continue to decline with the current schedule. Numbers for October 2023 are lower than enplanements from October of 2020. However, over the Thanksgiving

**Airport Commission Minutes
December 07, 2023**

holiday, TSA put the most passengers through regional airports, so holiday travel is still good even with the current flight schedule.

Breeze Airways has been contacted to see if they would be interested in being a second airline here at the Brainerd Lakes Regional Airport. More discussion on this subject to come.

The actual revenue numbers continue to remain higher than projected.

The airport layout plan was provided to the Commission prior to the meeting and the Airport Director welcomes feedback from all at any time.

Creative Services: Strateligent and the Airport Director created a flyer that contains relevant information for Delta reflecting the importance of the early morning flight at BRD. Strateligent recommends that this flyer, along with the resolution, be hand delivered to Delta in Minneapolis.

The Deputy Director advised that even though the airport has only had two snowfalls so far this winter, everything went smoothly, and staff is prepared for more to come.

B. Consulting Engineer

The Consulting Engineer informed the Airport Commission that bid documents for the rehab of runway 05/23 is in preparation and will be ready for Commission review soon.

OLD BUSINESS:

NEW BUSINESS:

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on January 4, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 9:46 AM.

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

Respectfully submitted,



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