

BRAINERD LAKES REGIONAL AIRPORT
January 04, 2024 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, Darrel Palmer, Kevin Stunek, and Kevin Yeager. Members noted as absent: Dave Albers. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director and Michelle Baird, Consulting Engineer Program Manager.

APPOINTMENT OF OFFICERS :

A. Chair Nomination:

Darrel Palmer nominated Kevin Yeager for Chair. No further nominations received. All members present voted “aye” in favor of Kevin Yeager for Chair of the Brainerd Lakes Regional Airport Commission.

B. Vice Chair Nomination:

Steve Barrows nominated Glen Nygard for Vice Chair. No further nominations received. All members present voted “aye” in favor of Glen Nygard for Vice Chair of the Brainerd Lakes Regional Airport Commission.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of December 7, 2023, with Financial Report of November 2023, as distributed.

Upon roll call, all members present voted “aye” to approve the consent calendar.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL, WITH ADDITIONS, 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. Airline enplanements for December 2023 did end up higher than 2022. The Airport Director had a conversation with Breeze Airways prior to this meeting. Breeze Airways informed the Airport Director that start up communities are supported through local revenue guarantees. Federal grant assurances state that airport revenues cannot be used directly to help subsidize air service. The revenue guarantee would need to come from another source. Breeze Airways would be a good addition for alternate destinations and direct flights out of Brainerd.

Incentive programs are something that the airport can offer to airlines that are interested in utilizing the Brainerd Airport.

The timeline for delivery of the resolution for Delta Airlines is in progress, with the Airport Director and Strateligent providing this to Delta in person. The MN DOT did confirm Delta as the EAS contract holder with the Brainerd Airport.

Strateligent informed the Commission that the click through rate for the Brainerd Airport is substantially higher than the national average. Which reflects the passenger's desire to fly out of Brainerd, however, the product isn't available at this time. The Commission expressed concerns about continuing to advertise if there isn't product available for passengers. Strateligent responded with information to change the way the advertising is currently being done. Direct ads for those that make Brainerd their travel to destination. This change can be supportive for just Delta, or Delta and additional airlines also.

B. Consulting Engineer

The Consulting Engineer informed the Airport Commission that the hangar project is finishing some electrical work for the bifold doors, then the hangars will be ready to rent for short term or long term. Final walk through with Hy-Tec is planned to happen in the month of January with hopes of being able to rent the hangar by March 1st. Paving work near the new hangars will be in progress this spring.

Runway 05/23 pavement rehab project bids plan to hit the market by February. Removing and replacing the concrete joint sealant material. The runway is still in good shape. Markings are to be updated as well.

OLD BUSINESS:

NEW BUSINESS:

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NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on February 1, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND PALMER, 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".

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