

BRAINERD LAKES REGIONAL AIRPORT  
March 07, 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 Chair Yeager.

Upon roll call, the following Commission members were noted present: Steve Barrows, Darrel Palmer, Kevin Stunek, Glen Nygard; Vice-Chair and Kevin Yeager; Chair. Members noted present according to Minn Statute 13D.021 via video call: Dave Albers. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, and Kassy Loftus, Deputy Director.

**APPROVAL OF AGENDA** – Approved.

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

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

**CONSENT CALENDAR** – Approved.

Approval of Minutes for the regular meeting of February 1, 2024, with Financial Report of January 2024, as distributed.

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

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

**APPROVAL TO PAY BILLS** – Approved.

MOVED AND SECONDED BY PALMER AND STUNEK, 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**

**Airport Commission Minutes**  
**March 07, 2024**

The Airport Director presented a written report to the Commission. Enplanements are currently the lowest they've been since 1995, however, aviation fuel sales are the highest that February has been in the last 5 years. Business for Wing's Airport Café continues to grow past expectations. An item not on the written report: Brainerd Lakes Regional Airport, received notice that our part-time custodian will be retiring, effective March 29<sup>th</sup> 2024.

Discussion about a meeting that was held last month with the Vice President of Governing Affairs for Delta Airlines regarding the current flight schedule, and data comparison between the current schedule and the early morning schedule. All information presented during the meeting was well received, however, changes will take time due to the number of people involved to coordinate flight schedule changes.

Skywest is working to bring in a CRJ 550 to BRD, which is the same size as the CRJ 700 that is currently flying into Brainerd but reduced to fifty seats. This change will likely not take place until the fall or early next year.

There is concern with passengers utilizing the Landline bus service to MSP for Sun Country airlines and the effect this will have on the current passenger load on Delta. The Airport Director advised that Delta isn't concerned about this due to Sun Country passengers fly for vacation/leisure, not business.

Stratigent informed the Commission that the spring break advertising campaign is currently running for the Brainerd Lakes area as well as the Florida area and the geo fencing around Grand View lodge is in progress. Stratigent will have insights after one month of running the current campaign and trends will be available after two months.

**B. Consulting Engineer**

Engineering project manager, from Mead & Hunt reviewed the project bids that were submitted for Runway 5-23 Pavement Rehab. A total of three bids were received with the lowest bid from Interstate Sealant & Concrete from Wisconsin in the amount of \$736,000. Two alternate bids are also part of this project. Alternate bid one is for reconstruction of hangar pavement, and alternate bid two is for removal of taxiway A-2. The low bidder for both of the alternates is Anderson Brothers with a total of \$651,000. Contract discussions continued amongst Commissioners, Mead & Hunt, and the Airport Director.

**OLD BUSINESS:**

**NEW BUSINESS:**

**A. NorthPoint Aviation Lease – Fuel Flowage Fee Amendment**

Due to the upcoming fuel tank epoxy project, an increase in fuel flowage will assist in the recovery of part of the cost for the project. The proposed increase is from \$0.07 to \$0.10 per gallon in fuel flowage fee. NorthPoint Aviation is in agreement with this amendment.

**Airport Commission Minutes  
March 07, 2024**

MOTION TO ACCEPT THE FUEL FLOWAGE FEE AMENDMENT AS DISCUSSED AND AS AGREED TO BY NORTHPOINT AVIATION MOVED AND SECONDED BY PALMER AND BARROWS, DULY CARRIED, THAT THE FUEL FLOWAGE FEE AMENDMENT BE ACCEPTED.

Upon roll call, all members present voted “aye” to approve the Fuel Flowage Fee Amendment.

**B. Mead & Hunt Task Order 2024-1**

Task Order 2024-1 is the professional services agreement between the Brainerd Lakes Regional Airport and Mead & Hunt. The Airport Director recommends that the Commission award Task Order 2024-1 to Mead & Hunt in the amount of \$245,203.

MOTION TO APPROVE THE MEAD & HUNT TASK ORDER 2024-1 MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE TASK ORDER 2024-1 BE APPROVED.

Upon roll call, all members present voted “aye” to approve the Task Order 2024-1.

**C. Review of Bids and Selection of Contractor(s)**

Mead & Hunt reviewed the bids for the upcoming project of Runway 5-23 pavement rehab and recommends that the Commission approve and accept the recommendation of selection of contractors by lowest bidder.

MOTION TO APPROVE AND ACCEPT THE CONTRACTORS BY LOWEST BID FOR THE UPCOMING PROJECTS RELATED TO RUNWAY 5-23 PAVEMENT REHAB MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED, THAT THE SELECTION BE APPROVED.

Upon roll call, all members present voted “aye” to approve and accept the lowest bid selection for contract agreement.

**NEXT MEETING:**

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

**ADJOURNMENT:**

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:16 AM.

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

**Airport Commission Minutes**  
**March 07, 2024**

Respectfully submitted,



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