

BRAINERD LAKES REGIONAL AIRPORT
April 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 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: Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director and Consulting Engineer Michelle Baird. Absent from this meeting; Steven Wright, Airport 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 March 7, 2024, with Financial Report of February 2024, as distributed.

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED THAT THE CONSENT CALENDAR BE APPROVED WITH ADENDUM TO REVIEW AND DISCUSS THE FINANCIAL REPORT OF FEBRUARY 2024 AT THE NEXT MEETING.

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, 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

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A. Airport Staff & Marketing/Creative Services

In the absence of the Airport Director during this meeting, the Commission and airport staff opened up the table to any questions or discussion regarding the staff report. Commission requested to review “Completed SCBA flow testing” listed on the report. Deputy Director Kassy Loftus explained that is for the self-contained breathing apparatus, used by firefighting staff to prevent smoke inhalation. Also discussed the T-hangar compliance audit that was recently completed. A formal report of those results is to be developed and presented to the Commission.

The Brainerd Lakes Regional Airport ARFF/SRE building has been chosen for a project of the year award to be presented at the Minnesota Council of Airports conference on April 25th at the Breezy Point Resort and an invitation to the Commission has been extended.

The fuel tank project is scheduled to take place May 6th 2024 and NorthPoint is to receive a new larger fuel truck to assist with providing fuel to customers during this time.

Stratigent provided the Commission with information that the current advertising is showing clicks are very high, but ticket sales for Brainerd are very low because the flight the passengers want just isn't there.

The Commission provided airport staff information about Idaho Falls airport and the comparison to the Brainerd Lakes Regional Airport. Requesting airport staff to research the similarities and differences to find out what BRD could do to gain flight service.

B. Consulting Engineer

Hangar project to wrap up this spring with some punch list items.

Runway 05/23 grant documents have been completed and submitted to the FAA and MnDOT awaiting approval. Task to begin in September 2024 due to the busy summer months and the requirement to shut down the runway. The ARFF/SRE building has been selected for the project of the year award and is to be presented at the MCOA conference in Breezy Point this month.

OLD BUSINESS:

NEW BUSINESS:

A. RFQ – Draft Legal Services – Discussion

Commissioners reviewed and discussed the possible options of having an attorney available for large projects and airport contracts but would like to review in further detail at the next meeting with the Airport Director present.

B. State Air Service Marketing Grant – Review and Approval

MOVED AND SECONDED BY STUNEK AND PALMER, DULY CARRIED THAT THE STATE AIR SERVICE MARKETING GRANT BE ACCEPTED AND APPROVED.

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NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on May 2, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN TO THE MCOA CONFERENCE AT 10:15AM.

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

