

BRAINERD LAKES REGIONAL AIRPORT
May 02, 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, Kassy Loftus, Deputy Director and Consulting Engineer Michelle Baird.

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 April 4, 2024, with Financial Report of March 2024, as distributed.

MOVED AND SECONDED BY BARROWS AND PALMER, 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 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

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The Airport Director presented a written report to the Commission prior to the meeting and following no questions to that report, the Airport Director advised the Deputy Director to inform the Commission of the additions to the report for maintenance and operations. Brainerd Airport continues to work on changes from CAT III to CAT IV with infrastructure upgrades and progress on security plan changes. An application has been submitted to Crow Wing Energized for a staff picnic table at the ARFF/SRE building and the airport has received approval. The fuel farm re-epoxy project is being postponed a week per vendor request due to humidity levels.

Enplanements are continuing with the same downward pattern. Commission requests to view a ten-year comparison vs. five-year comparison, while also requesting to bring this information to Delta. Discussion continued amongst all about continuing with the same airline, how to get changes, and how to or should we bring in a different airline.

Stratigent provided feedback about marketing ads in Florida and that the customer base there is only 1%. The majority of our customers are here in the Brainerd area and continue to advertise to both locations.

Upcoming projects and maintenance and operations budget discussion amongst all, with request for presenting information and numbers at the next meeting.

B. Consulting Engineer

For the hangar project, Anderson Brothers will be out on Monday to begin the civil site work and completed by Friday to wrap up this project. Runway 5/23 project is still scheduled for September. A notice of supplemental discretionary funding opportunity came out from the FAA on April 1st, Mead & Hunt worked with Airport staff to submit an application for the wildlife security fence.

Information was also provided to the Commission about air service grant in Idaho Falls. This grant was through the DOT not the FAA and airports with EAS service are not eligible for these grants.

C. Report from the Experimental Aircraft Association – Longster Project

Presentation from Mike Peterson and Mark Bearss about the local EAA and the Longster Project. EAA is a community of passionate aviation enthusiasts who promote and support recreational flying. This presentation on the Longster project was to inform the Commission about the project that is almost finished, and the completed aircraft will then hang in the main terminal.

OLD BUSINESS:

A. RFQ – Draft Legal Services – Discussion

Per discussion, this topic will be moved to the next meeting on June 6, 2024.

B. Hangar Compliance Update – Discussion

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Reports from the hangar enforcement policy were sent to the Commission as well as results from a recent compliance audit. The Airport Director recommends that the Commission receive this report as information only and any issues about compliance be brought to the office of the Airport Director.

MOTION MADE BY PALMER THAT THE AIRPORT STAFF CONDUCT A QUARTLERY INSPECTION ON ALL T-HANGARS AND FOLLOW UP WITH A REPORT OF FINDINGS. SECONDED BY YEAGAR.

Upon roll call, all members present voted “aye” to approve airport staff to conduct a quarterly T-hangar inspection and provide a follow-up report.

NEW BUSINESS:

A. Approval of FAA Grant AIG 3-27-0014-054-2024 and companion state grant

FAA AIG grant for reimbursement of the hangar design. The Airport Director recommends that the Airport Commission approve the AIG 3-27-0014-054-2024 and companion state grant.

MOVED AND SECONDED BY STUNEK AND BARROWS, DULY CARRIED THAT THE FAA GRANT AIG 3-27-0014-054-2024 AND COMPANION STATE GRANT BE ACCEPTED AND APPROVED.

Upon roll call, all members present voted “aye” to approve the FAA and state companion grant.

B. Approval of forthcoming FAA grants and companion state grants

i. AIP 3-27-0014-55

ii. AIP 3-27-0014-56

The Airport Director recommended pre-approval for these forthcoming grants, enacted in one motion.

MOVED AND SECONDED BY BARROWS AND NYGARD THAT THE AIP 3-27-0014-55 AND AIP 3-27-0014-56 WITH COMPANION STATE GRANTS BE PRE-APPROVED AND ACCEPTED.

Upon roll call, all members present voted “aye” to approve the FAA grants and companion state grants AIP 3-27-0014-55 and AIP 3-27-0014-56.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on June 6, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:12AM.

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

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a stylized flourish at the end.

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