

BRAINERD LAKES REGIONAL AIRPORT
June 06, 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: Dave Albers, Darrel Palmer, Kevin Stunek, Glen Nygard; Vice-Chair and Kevin Yeager; Chair. Members noted absent: Steve Barrows. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director and Michelle Baird Consulting Engineer.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY STUNEK AND PALMER, WITH THE EXCEPTION OF ITEM 9.d. ANNUAL PERFORMANCE REVIEW – AIRPORT DIRECTOR, TO THE NEXT MEETING DUE TO AN ABSENT COMMISSIONER, DULY CARRIED THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of May 2, 2024, with Financial Report of April 2024, as distributed.

MOVED AND SECONDED BY ALBERS 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 ALBERS, 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 report to the Commission prior to the meeting and

Airport Commission Minutes
June 06, 2024

reviewed information about air service, fuel sales and Café revenue. Air service is still low but improving. Even with low numbers of airline passengers, fuel sales at general aviation are up and Café revenues continue to increase.

Discussion amongst the Commission ensued with the topic of airline flight schedule, and how to get the early morning flight back. A suggestion was presented to ask Delta, “What is preventing us from getting morning flights?” Brainerd Lakes Regional Airport can then determine if changes are able to be made to bring that flight back.

Stratigent advised that the consistency in response through marketing is still there. Passengers want to purchase tickets through BRD, but the schedule doesn’t allow optimal times for the passengers. Data shows that passengers want the early morning flight, it’s just not available.

B. Consulting Engineer

Mead & Hunt advised that there are a few punch list items left on the two new hangars and they should be available for rent as of July 1, 2024. The runway 05/23 project is set up and ready to begin mid-September, just waiting for the executed Federal and State grants. Mead & Hunt offered to provide a formal meeting with anyone that would like to review the Masterplan ALP CIP.

OLD BUSINESS:

A. RFQ – Draft Legal Services – Discussion

Brainerd Lakes Regional Airport can request qualifications to obtain legal services. Everything is Federal Aviation regulated. The Commission feels that the airport needs an attorney available for topics like leases, construction contracts, risk management. There is no downside to proceeding with an RFQ so that there is information received for the Airport. Commission requested some edits to the RFQ prior to release this month.

MOTION TO ADVERTISE THE RFQ FOR LEGAL SERVICES MOVED AND SECONDED BY STUNEK AND PALMER WITH EDITS TO THE SCOPE OF SERVICES DULY CARRIED THAT THE RFQ FOR LEGAL SERVICES BE ADVERTISED WITH CHANGES.

B. Airport Ownership - Discussion

The City of Brainerd Council contacted the Crow Wing County Board and assembled a task force with representatives from both the City and the County. Two members from the City Council, two members from the County Board, and the Airport Director are all part of this task force. The City of Brainerd would like to divest from the airport ownership. This task force is to review the pros and the cons during its meetings. No timeline of decision has been made yet, only discussion.

NEW BUSINESS:

A. RFP – New Hangar Leases

The Airport Director requested approval to issue an RFP for a new hangar lease.

Airport Commission Minutes
June 06, 2024

MOVED AND SECONDED BY STUNEK AND ALBERS, COMMISSION APPROVAL TO ISSUE THE RFP BY A 3-2 VOTE.

B. Tax Credit Request – Mead & Hunt

Mead & Hunt informed the Commission that this tax credit cannot be claimed by the City since the City is tax exempt. Mead & Hunt is requesting approval from the Airport Commission to claim this tax credit.

MOVED AND SECONDED BY ALBERS AND NYGARD, DULY CARRIED TO APPROVE MEAD AND HUNT TO CLAIM THE RESEARCH AND DEVELOPMENT TAX CREDIT.

C. Review of Airport Business Plan – 2025 Preliminary Budget Process

The Airport Director advised that this document is an ongoing, changing document, year over year being updated as things change. It doesn't require approval. This document is being provided for information only.

D. Annual Performance Review – Airport Director

MOTION TO MOVE THE ANNUAL PERFORMANCE REVIEW TO THE NEXT MEETING, MOVED AND SECONDED BY STUNEK AND PALMER, DULY CARRIED THAT THE ANNUAL PERFORMANCE REVIEW BE MOVED TO THE NEXT COMMISSION MEETING.

NEXT MEETING:

Discussion regarding the July meeting, due to the meeting date falling on the holiday of Independence Day. The full Commission meeting will be cancelled, with a small meeting of Chair, liaison members, and Airport Director to discuss the budget on July 11, 2024.

MOVED AND SECONDED BY STUNEK AND ALBERS TO CANCEL THE JULY COMMISSION MEETING AND HOLD A SMALL MEETING TO DISCUSS THE BUDGET ON JULY 11, 2024, DULY CARRIED THAT THE MEETING CHANGES FOR JULY BE APPROVED.

ADJOURNMENT:

MOVED AND SECONDED BY PALMER AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:04 AM.

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

Respectfully submitted,



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