

BRAINERD LAKES REGIONAL AIRPORT
August 01, 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, Steve Barrows, Kevin Stunek, Glen Nygard; Vice-Chair and Kevin Yeager; Chair. Members noted absent: Darrel Palmer. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, and Kassy Loftus, Deputy Director.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of June 6, 2024, with Financial Report of May and June 2024, as distributed, as well as the hangar inspection report.

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 STUNEK AND BARROWS, 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 presented the enplanement, aviation fuel and café revenue graphs to the Commission. Enplanements are still low but showing improvements. Fuel flowage reflected a slight increase

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from the previous month and the Café revenue is still doing well over projections.

Stratigent and the Airport Director worked together to provide information to the Commission on the results of the Florida campaign and the geo-fence resorts campaign. The Florida campaign reflects a high number of clicks. The geo-fence resorts campaign provided surprising information in a positive manner about passengers travelling to the area resorts. This information is beneficial for the Airport Director and Stratigent as they work to continue advertising for a different market other than the business traveler.

B. Consulting Engineer

Due to the absence of Mead & Hunt's Consulting Engineer, the Airport Director provided an update to the Commission. Grant work is in motion for the Runway 05/23 project. Mead & Hunt is working on the contracting paperwork.

OLD BUSINESS:

A. Airport Ownership Update - Discussion

FAA Compliance is to arrive at the Brainerd Lakes Regional Airport for a meeting at 1:00pm to discuss grant assurances and what it takes to make changes to airport ownership. If communities want to divest there are steps that need to be taken while working with the Federal Government.

NEW BUSINESS:

A. 2025 Preliminary Budget

The Airport Director advised the Commission that the majority of airports operate with tax levy and is requesting an increase in tax levy from both the City and County contributions prior to approval of the 2025 Preliminary Budget. The Airport Director requested that the Commission approve for the Director to proceed and move forward with the 2025 Preliminary Budget as presented during the meeting.

MOVED AND SECONDED BY BARROWS AND STUNEK, DULY CARRIED TO APPROVE THE 2025 PRELIMINARY BUDGET FOR THE BRAINERD LAKES REGIONAL AIRPORT.

B. Acceptance of State Grant – Crack Sealing

The Airport Director recommended acceptance and approval of the State Grant for Crack Sealing.

MOVED AND SECONDED BY ALBERS AND STUNEK, DULY CARRIED TO APPROVE THE STATE GRANT FOR CRACK SEALING.

C. Annual Performance Review – Airport Director

The Commission had a discussion about the best way to proceed with a performance review for the Airport Director. After the discussion, it was determined to take a vote with “yes” meaning – meets expectations, and “no” meaning – needs improvement. Voting ended with a 5-0 “yes” meeting expectations, (one Commissioner being absent from this meeting.) No motion required.

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D. Review of Qualifications – Airport Legal Services

The Brainerd Lakes Regional Airport received one response to the RFQ that was posted for Legal Services. The information provided in that response was presented to the Commission. After discussion amongst the Airport Director and the Airport Commission, it was agreed to keep this information and reach out to the attorney's in the future if there comes a time that they would be needed.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on September 5, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT APPROXIMATELY 10:00 AM.

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

Respectfully submitted,



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