

BRAINERD LAKES REGIONAL AIRPORT  
September 05, 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, Darrel Palmer, Kevin Stunek, Glen Nygard; Vice-Chair and Kevin Yeager; Chair. 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 NYGARD, DULY CARRIED THAT THE AGENDA BE APPROVED.

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of August 1, 2024, with Financial Report of July 2024, as distributed, as well as the hangar inspection report.

MOVED AND SECONDED BY BARROWS AND ALBERS, 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 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 provided information to the Airport Commission that Mead & Hunt is working with Airport staff on BIL (Bipartisan Infrastructure Law) funding in coordination with

**Airport Commission Minutes  
September 05, 2024**

NorthPoint Aviation and reviewing ways to assist them to potentially expand their maintenance and avionics facilities. Businesses flying Citation jets into General Aviation have communicated to others about the great services that NorthPoint Aviation is providing, and their service is growing.

Will Smith from NorthPoint Aviation informed the Commission that Soloy Aviation Solutions was purchased by NorthPoint Aviation and all parts from Washington were brought here to Brainerd. They have been expanding and running out of room. Manufacturing of these parts has taken place at other businesses through outsourcing.

Stratigent provided information that Google pay per click is coming back. The data reflects that passengers want to purchase tickets to fly out of the Brainerd Lakes Regional Airport, however, less than half complete the purchase.

The resort geofencing is almost complete, still showing Cragun's being the top resort bringing people to the area.

Regional radio ads begin again this fall which will contain general airport information.

**B. Consulting Engineer**

Mead & Hunt informed the Airport Commission that project Runway 05/23 is scheduled to begin on Monday September 16, 2024, replacing all the joint sealing and removing all the pavement marking and repaving. This project is a 30 day project set up with Interstate Concrete and Sealant. Anderson Brothers will be removing the taxiway A-2 connector, per recommendations from the FAA. They will also rehab an area of pavement in front of the Life Link hangar.

**OLD BUSINESS:**

**A. Airport Ownership Update – Discussion**

The Airport Director informed the Commission that Crow Wing County is not interested at this time in being the sole owner of the airport. The City of Brainerd is still in discussions with Crow Wing County about airport levy and role responsibilities.

Other discussion began from a Commissioner reviewing the idea of having a control tower here at the Brainerd Lakes Regional Airport. Topics discussed were, the need of a control tower at BRD, the benefits of having a control tower, and the costs it would take to put one up.

**B. 2025 Preliminary Budget – Discussion**

The City of Brainerd and Crow Wing County both denied an increase in the airport levy and chose to stay with the historic amounts. Brainerd Lakes Regional Airport will operate out of reserves for 2025. Airport staff is working to increase revenue to help decrease the number of reserves that are used in 2025.

**Airport Commission Minutes  
September 05, 2024**

**NEW BUSINESS:**

**A. Part 26 Disadvantaged Business Enterprise Program Update and Approval**

The Airport Director recommended that the Commission approve the Disadvantaged Business Enterprise Program.

MOVED AND SECONDED BY STUNEK AND ALBERS THAT THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM BE APPROVED.

**B. Title VI Program Summary**

Information about Title VI and the program was provided to the Commission by the Title VI Coordinator. Title VI prohibits discrimination on the grounds of race, color, national origin, age, sex, (including sexual orientation and gender identity) and creed. All airports receiving Federal funds are required to be in compliance with Title VI. The Title VI Coordinator recommends that the Commission accept and approve the program so that it can be submitted to the FAA.

MOVED AND SECONDED BY PALMER AND BARROWS, DULY CARRIED, THAT THE TITLE VI PROGRAM BE ACCEPTED AND APPROVED BY THE COMMISSION.

**C. Airport Emergency Exercise (Commission roles & responsibilities review)**

The Airport Emergency Exercise will be held on September 20, 2024. The Deputy Director has been organizing this with local EMS, Fire departments, Police Departments, Sheriff, Emergency helicopters, and other organizations that would potentially be of assistance in and Airport Emergency.

**NEXT MEETING:**

All Commissioners present indicated that they would be able to attend the next meeting on October 3, 2024.

**ADJOURNMENT:**

MOVED AND SECONDED BY STUNEK AND PALMER, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN TO THE FULL-SCALE AIRPORT EMERGENCY EXERCISE AT APPROXIMATELY 10:42 AM.

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

Respectfully submitted,



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

