

BRAINERD LAKES REGIONAL AIRPORT
OCTOBER 03, 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 absent: Dave Albers. 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 PALMER AND STUNEK, DULY CARRIED THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of September 5, 2024, with Financial Report of August 2024, as distributed.

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.

Discussion about budget and deficit, and questions about Runway 05/23 construction project bills.

MOVED AND SECONDED BY STUNEK AND PALMER, 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 provided a written report to the Commission prior to the meeting. Question from the Operations section on the report. What does FPRD stand for and what is the purpose? Fingerprint Results Distribution. This is part of the new system that is required for the criminal history records checks. The background checks will be required for anyone that will need access to the secure area, SITA or sterile area going forward.

The FAA inspection was recently completed here at the airport and staff are waiting for the results. Records are still under review.

There was a discussion about the late-night incident that took place at the airport when someone drove through gate 8, and staff came in to make temporary repairs until plans for a permanent fix can be done.

Enplanements are above 2023 numbers, but they are still low. Aviation fuel numbers are at a record high, and café revenues are staying above projections.

The Marketing and Creative services report was included in the packet that was sent to the Commission and Strateligent and the airport are working together on the 2025 communications plan.

Commissioner Barrows directed a question to the Airport Director about contacting Sourcewell about a revenue guarantee and wanted to know about the approach. The Airport Director provided information that Sourcewell is also public funded, and the revenue needs to be generated from somewhere, businesses, homes, etc. Business is the biggest beneficiary of this airport. Sourcewell is a resource but there are also other resources within the community. The Airport Director plans to work closely with the Brainerd Lakes Chamber of Commerce President about this topic. On the economic development side, there are acres of land here at the airport that can be developed and coordinated with BLADEC. Discussion about researching the airport authority model for the Brainerd Airport and if it is a good option for this area. The Commission requested that the Airport Director put together an outline of what an airport authority dynamic looks like, how it is created, the impacts, and provide information about the success of airports that have made the change and the reasons why it didn't work for other airport that have tried this model.

B. Consulting Engineer

Mead & Hunt informed the Airport Commission that project Runway 05/23 is underway and is planned to be completed by Tuesday next week. The removal of taxiway A2 is also underway, and everything should be wrapped up by the end of October. Also working with the Airport Director on pre-grant applications for 2025. Advised that the Executive Assistant share that the Title VI plan was approved by the FAA.

OLD BUSINESS:

A. Airport Ownership Update – Discussion

No further discussion about the Airport Ownership from what was previously discussed.

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B. 2025 Preliminary Budget – Discussion

The 2025 Preliminary Budget is still under debate considering the reviews still underway with the City and Crow Wing Count. The County plans to not make any changes for the airport for 2025. The City is still in discussions about the budget. The Brainerd Lakes Regional Airport is planning to operate in reserves for 2025 at this time.

NEW BUSINESS:

A. 5-Year Master Consultant Agreement

Communication was provided that the Master Consultant Agreement is coming up for bid for qualifications; evaluations and interviews are planned for the November Commission meeting. The FAA requires the 5-year term. Commission has requested information to see if this agreement can be a 3-5 year term.

B. Capital Improvement Plan Review

The Airport Director advised to the Commission that the Capital Improvement Plan is a list that reflects cost projections for airport investments. Projects on the CIP are not always executed at the time that is planned. The projects are on this plan for discussion and planning purposes.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on November 7, 2024.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND BARROWS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT APPROXIMATELY 10:50 AM.

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

Respectfully submitted,



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