

BRAINERD LAKES REGIONAL AIRPORT  
NOVEMBER 07, 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 Ruehling, Executive Assistant, Kassy Loftus, Deputy Director and Michelle Baird, Consulting Engineer.

**APPROVAL OF AGENDA – Approved.**

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

**CONSENT CALENDAR – Approved.**

Approval, with amendment of Minutes for the regular meeting of October 3, 2024, with Financial Report of September 2024. Moving discussion about 4.b. Capital Improvement Plan Breakdown Report and 4.c. Hangar Inspection Report to Old Business 8.c.

MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED THAT THE CONSENT CALENDAR BE APPROVED WITH AMENDED CHANGES.

Upon roll call, all members present voted “aye” to approve the consent calendar.

**APPROVAL TO PAY BILLS – Approved.**

Discussion about payment of rent reimbursement, fingerprinting software, and water softener salt.

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.

**PUBLIC FORUM**

Mike Peterson – Hangar tenant, Walter Roberts – Hangar tenant, Zach Jackson – Private airport manager, Tom Schauer & Michelle Baird – Mead & Hunt, Aaron Hautala – Strateligent, Dan Sherer – TKDA, Will Smith – NorthPoint Aviation.

**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 and informed the Commission about one item that didn't make the written report. Information was presented about increasing rates and charges across all tenants 15%. After discussion and questions, the Commission agreed to not increase rates at this time, and review at a later date when the actual math can be reviewed.

Control tower conclusion for the Brainerd Lakes Regional Airport is to keep it in mind, but it's not the right choice for BRD currently.

The Deputy Director provided the Commission with an update on the Airport Security Plan. The ASP update on CAT IV to CAT III changes over the past year and a half include installation of keypads, badging computer, printer and fingerprinting software up and running, changes to locks and gates, updated and additional signage, audit of keys and remotes, with a complete ASP sign off accomplished on October 31, 2024.

There will be two types of badges, a secured area SIDA badge and an air operations area badge. Secured card access switch is planned for November 19, 2024 with full badge operations by December 16, 2024.

As for October, there was an increase in enplanements, fuel flowage has the highest fuel numbers NorthPoint has ever had, and Wing's Café continues to have positive growth.

Stratigent Google pay per clicks is coming to an end, but it continues to show a robust number of clicks. This information is also reflective from Facebook. All showing that passengers want the services from BRD.

**B. Consulting Engineer**

Mead & Hunt informed the Airport Commission that the Runway 5/23 project has been completed with a few punch list items left to finish up. Project was completed on time and within budget. Final ALP update comments to complete and send back to the FAA.

**OLD BUSINESS:**

**A. 5-Year Master Consultant Update – Information Only**

The Brainerd Lakes Regional Airport advertised for the Master Consultant and received two responses. One from Mead & Hunt and one from TKDA. The Airport Director recommended that the Commission review the information that was provided and next month a staff evaluation will be provided.

**B. Airport Authority Update – Information Only**

The Airport Director advised that BRD is starting at square one on the Airport Authority process. This will be a time-consuming process with the first step being assemble a team. Communication amongst to the entire region and providing information. Discussion about the cost it takes to make this change, with more information on this to come at future meetings.

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**C. Capital Improvement Plan Breakdown Report (Moved from Consent Calendar)**

This breakdown is appreciated, now showing the maintenance cost of projects listed on the plan. The Chair advised that this document shows that Capital maintenance is roughly \$300,000 a year. Additional projects in the future, operating under current conditions, will be difficult to approve. The Chair requested that all Capital expansion projects in the future include a 20 year cost of ownership assessment from the Consulting Company. Commissioner Barrows advised that both the City and Crow Wing County need to take another look at the levy contributions as it has been many years without an increase.

**D. Hangar Inspection Report**

Quarter three inspections were conducted in October, and discovered a 3<sup>rd</sup> time violator, of which was informed to make a correction or there would be a fine applied during the next quarterly invoice. Hangar door cheater magnets, safety issues discussion. Chair requested time at the next meeting to review hangar tenant policies.

**NEW BUSINESS:**

**NEXT MEETING:**

The next meeting is scheduled for December 5, 2024 with Commissioner Palmer expected to be absent.

**ADJOURNMENT:**

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT APPROXIMATELY 10:53 AM.

All provided well wishes to Commissioner Albers with this being his last meeting on the Brainerd Lakes Regional Airport Commission.

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

Respectfully submitted,



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