

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 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: Kevin Stunek, Glen Nygard; Vice-Chair and Kevin Yeager; Chair. Members noted as absent: Steve Barrows and Darrel Palmer. Also present: Steven Wright, Airport Director, Jessica Ruehling, Executive Assistant, and Michelle Baird, Consulting Engineer.

APPROVAL OF AGENDA – Approved.

Agenda approved with changes: 5-Year Master Consultant Selection moved up before 7a. and Personnel Policy Manual Review/Update, 9a. move to next meeting.

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED THAT THE AGENDA BE APPROVED WITH CHANGES.

CONSENT CALENDAR – Approved.

Accepted the Consent Calendar, with amendment of Minutes for the regular meeting of November 7, 2024.

MOVED AND SECONDED BY STUNEK 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 billboard invoices, fence/gate repairs, repairs to NorthPoint Aviation and Local IQ.

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL, BE APPROVED.

PUBLIC FORUM

Public attendance: Aaron from Strateligent, Nick Broyles, Adam K., Zack J., Hangar tenants: Mike P., Walter & Corinne R., Will Smith – NorthPoint Aviation, Paul, Michelle & Tom from Mead & Hunt and John, Andy, Dan, Dave & Simon from TKDA.

OLD BUSINESS:

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A. 5-Year Master Consultant Selection

Qualifications for the Master Consultant selection were sent to the Commission in November. The Airport Director advised the Commission to make a decision after the interviews and informed the Commission that both companies are great to work with. The Airport Director also advised that this airport currently has a great airfield and needs to be open to growth in business development. TKDA and Mead & Hunt provided presentations to the Commission highlighting their qualifications and experiences and what they can bring to the Brainerd Lakes Regional Airport. Each member present from both Consulting companies explained their responsibilities and informed the Commission about what they can do for the airport.

TKDA provided a presentation first, informing the Commission about their experience in Civil Engineering, Development, Financial Consulting, Land Surveying, Design, Airport Planning and TKDA advised that they see a lot of potential for development on highway 210. “We serve you and the public; at the end of the day, we want to do what’s right for you.”

Mead & Hunt provided a presentation next, first thanking the Commission for having the opportunity to work with the Brainerd Lakes Regional Airport for the past 5 years. Mead & Hunt advised that they bring to the table a diverse team, they have efficient execution and provide a trusted partnership. Mead & Hunt also provided information about Civil Engineering, Land Surveying, Environmental Consulting Services, Financial Consulting, and Airport Development and Planning.

The Airport Director advised that each firm could work for the airport and selections can be made for each category: Architectural Design, Civil Engineering, Environmental, Financial, Airport Planning and Project Planning. Or one firm can be selected for all. No action was taken for the selection of the Master Consultant at this meeting. Commissioners would like to make that decision at the next meeting when all can be present and a request was made to the Airport Director to gather information from the presentations and send it out to all Commissioners prior to the next meeting so everyone will have the information needed to make a decision.

An airport staff report was not provided to the Commission for this meeting – no questions or discussions for airport staff.

Stratigent informed the Commission that advertising for 2024 has come to a close.

B. Consulting Engineer

Mead & Hunt prepared for today’s presentation over the past month. No other updates.

OLD BUSINESS:

A. Airport Authority Update – Information Only

The Airport Director has been working on figuring out what we need to do as a community in

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making changes to become an Airport Authority. We need business and economics brought to the airport. Later today, the Airport Director has a meeting with the Chamber and the EDC. First, we need to work on the divesting of the City's ownership of the airport. The Airport Director asked the question of what are the steps that we need to do in order to grow the airport.

Since the last October meeting, it was requested from the Commission that the Airport Director find out what it would cost the City of Brainerd and Crow Wing County if the Brainerd Lakes Regional Airport moved to an Airport Authority and bring examples of other airports that have gone through this, both successful and unsuccessful. The Chairman requested a basic overview of this information.

NEW BUSINESS:

A. Personnel Policy Manual Review/Update

Moved for review at the January 2025 Meeting.

B. Task Order 2024-2 – Fence Reconstruction Design Review and Approval

Mead & Hunt provided Task Order 2024-2 which provides information of the Fence Reconstruction and Design which equals \$157,267.00.

The Airport Director recommended approval for the Commission to enter into Task Order 2024-2.

MOVED AND SECONDED BY STUNEK AND NYGARD THAT THE TASK ORDER 2024-2 BE APPROVED.

NEXT MEETING:

The next meeting is scheduled for January 2, 2025 with all Commissioners planned to be present.

ADJOURNMENT:

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:55 AM.

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

Respectfully submitted,



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