

BRAINERD LAKES REGIONAL AIRPORT  
MARCH 13, 2025, SPECIAL MEETING MINUTES

Pursuant to due call and notice thereof, a special meeting of the Brainerd Lakes Regional Airport Commission was called to order at 11:00 a.m. in the Airport Conference Room by the Airport Commission Chair

The following Commission members were noted present: Steve Barrows, Darrel Palmer; Chair, Andrew Shipe, Glen Nygard, and Kevin Yeager. Also present: Steven Wright; Airport Director, Jessica Ruehling; Executive Assistant, and Michelle Baird, Consulting Engineer Program Manager. Members noted as absent: Neil Bratney; Vice Chair,

**APPROVAL OF AGENDA – Approved.**

Commission Chair Palmer requested an addition to the agenda, Discussion about the next regular meeting date.

MOVED AND SECONDED BY BARROW AND YEAGER, DULY CARRIED THAT THE AMENDED AGENDA BE APPROVED.

**AIRPORT SECURITY FENCE**

**A. BRD Task Order 2025-3 Security Fence Reconstruction Phase I & Security Gate Replacement**

Description about the existing fence around the airport and the details of updating the fence with this project was discussed. The existing fence was installed as a deer fence around the airport to keep the wildlife out. The fence is starting to fail due to age and placement through wetland. Reconstruction consists of removal and replacement of fence poles, installation of chain link and skirting below ground to prevent wildlife from burrowing. Updating this fence is for the safety and security of the airport. Commission Chair Palmer advised that it would be nice to see more local vendors provide bids on airport projects.

The Security Gate replacement is a recommendation from the airport's Part 139 inspector. The gates will be updated with card readers for badging along with wireless access controls.

Motion to approve the Security Fence Reconstruction Phase I and Phase II and Security Gate Replacement to maximize the use of the Federal dollars of \$1.35 million AIP funds available to the Brainerd Lakes Regional Airport from current airport "savings".

MOVED AND SECONDED BY NYGARD AND BARROWS, DULY CARRIED THAT THE BRD TASK ORDER 2025-3 SECURITY FENCE RECONSTRUCTION PHASE I & II AND SECURITY GATE REPLACEMENT BE APPROVED.

Upon roll call, all members present voted "aye" to approve BRD Task Order 2025-3 Security Fence Reconstruction Phase I & Phase II & Security Gate Replacement.

**B. Bid Award – Security Fence Reconstruction Phase I & Gate Replacement Contract**

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Six bids for the Security Fence Reconstruction Phase I and Security Gate Replacement project were received at the Brainerd Lakes Regional Airport. The apparent low bidder for the Base Bid (Security Fence Reconstruction – Phase I), Alternate Bid 1 (Replace Security Gate 2), and Alternate Bid 2 (Replace Security Gate 6 was submitted by Century Fence Company in the amount of \$431,521.00.

Motion to award the bid to Century Fence; the base bid, alternate bid I, alternate bid II and phase II at the base bid unit cost contingent upon Century Fence acceptance.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE COMMISSION AWARDS THE BID TO CENTURY FENCE FOR THE BASE BID, ALTERNATE BIDS I & II AND PHASE II AT THE BASE BID UNIT COST CONTINGENT UPON CENTURY FENCE ACCEPTANCE.

Upon roll call, all members present voted “aye” to approve Awarding the base bid, alternate bids I & II and phase II at the base bid unit cost contingent upon Century Fence acceptance.

**NEXT MEETING:**

Discussion and proposal to move the next regular meeting from April 3, 2025, at 9:30am to April 10, 2025 at 11:00 in the Brainerd Lakes Regional Airport Conference Room. All Commissioners present were in agreement to move the meeting date for April 2025.

**ADJOURNMENT:**

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED THAT THE COMMISSION SPECIAL MEETING ADJOURN AT 12:00 PM.

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

Respectfully submitted,



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