

BRAINERD LAKES REGIONAL AIRPORT
MAY 15, 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 9:00 a.m. in the Airport Conference Room by the Airport Commission Chair.

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

APPROVAL OF AGENDA – Approved.

Addition to the agenda: Open Meeting Law Discussion.

MOVED AND SECONDED BY BARROWS AND BRATNEY, DULY CARRIED THAT THE AGENDA BE APPROVED WITH ADDITIONS.

AIRPORT DIRECTOR:

A. Accept Mr. Wright's Resignation

Motion to approve acceptance of the resignation letter received from Mr. Wright.

MOVED AND SECONDED BY BARROWS AND YEAGER THAT THE ACCEPTANCE OF THE RESIGNATION LETTER RECEIVED FROM MR. WRIGHT BE APPROVED.

Upon roll call, all members present voted "aye" to approve the acceptance of the resignation letter received from Mr. Wright.

B. Discuss the Airport Needs

The Commission discussed the draft separation agreement. It is understood that what is contained in the separation agreement is agreed by Mr. Wright and needs approval by the Commission. It was determined that the draft separation agreement was fair and reasonable.

Motion to accept the Separation Agreement as drafted.

MOVED AND SECONDED BY BARROWS AND YEAGER THAT THE SEPARATION AGREEMENT BE ACCEPTED AS DRAFTED.

Upon roll call, all members present voted "aye" to approve the acceptance of the Separation Agreement as drafted.

Discussion about both the Director position and the Deputy Director position and question on if

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both positions are needed at this time. The needs of the Deputy Director were highly needed a few years back due to the workload of projects and improvements. Most airports of our size have different ways of setting up staff. About half have both position vs. just a Director. Discussion about the financial aspect of both positions is also a concern with the current budget. The Commission agreed that filling the Director position first and wait until the proper time to fill the Deputy Director position.

C. Develop a Plan for Filling the Necessary Position

After discussion, the Commission agreed to fill an Interim Director position first by posting the description online, then working on a better fit permanent Airport Director position and post that position on additional websites online. Job descriptions will be reviewed and updated as needed prior to posting. The goal is to post the Interim position online next week, for a week, and distribute applications that are received to a subcommittee consisting of the City and County Liaisons to select a few to bring to the next regular meeting for “interview” and make a selection that day for the Interim.

Motion to post for an Interim Airport Director, to offer a compensation arrangement for \$75-\$90/hr and to have the application open for one week, closing on the 27th, and have selected ones on the agenda for the regular meeting with a potential video interview and a proposed start date of June 9th 2025.

MOVED AND SECONDED BY BRATNEY AND YEAGER TO MOVE FORWARD WITH POSTING AN INTERIM AIRPORT DIRECTOR POSITION WITH COMPENSATION FOR \$75-\$90/HR AND TO HAVE THE APPLICATION OPREN FOR ONE WEEK, CLOSING ON THE 27TH, AND HAVE SELECTED ONES ON THE AGENDA FOR THE REGULAR MEETING WITH A POTENTIAL VIDEO INTERVIEW AND A PROPOSED START DATE OF JUNE 9TH.

Upon roll call, all members present voted “aye” to approve to post the Interim Director position with agreed compensation.

D. Open Meeting Law

Reminder to all Commission members, per open meeting law, when an email is received from airport staff, do not reply all. The Executive Assistant should always send out communication via email to the Commission including those email addresses in the bcc section. Reminder also, four is a quorum. Closed door meetings are allowed for Commissions only for employee misconduct, labor negotiations or attorney client privilege. All other meetings are open to the public.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE COMMISSION PUBLIC SPECIAL MEETING ADJOURN AT 10:03AM.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Kristen", written in a cursive style.

Brainerd Lakes Regional Airport Commission