

BRAINERD LAKES REGIONAL AIRPORT
JUNE 5, 2025, 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 the Airport Commission Chair.

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

APPROVAL OF AGENDA – Approved.

Addition to the agenda, under New Business: Work Out of Class.

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

INTERIM DIRECTOR INTERVIEWS

The Commission held three interviews for the interim director position lasting around 15 minutes each.

CONSENT CALENDAR – Approved.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS 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

Whitney Jeninga; Station Manager Unifi, Jim Wulf; ARFF/Operations, Mike Petersen; Hangar Tenant, James Norwood; ARFF/Operations, Michelle Baird; Mead & Hunt, Aaron Kriens; Hy-Tec Construction, Aaron Hautala; Strateligent,

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REPORTS

A. Airport Staff & Marketing/Creative Services

A written report was provided to the Commission. Information from airport staff about the Alert 3 alarm issue was discussed. The Alert 3 alarm is activated by pressing a button located in the airport and communicates to 911 Dispatch alerting them that there has been a crash at the airport and emergency services are needed. This alarm is tested weekly. On occasion the communication from the airport to dispatch fails to go through. Staff are working with People's Security, CTC and the Sheriff's department to identify the failure point and correct the issue. Pricing and information about providing a portable restroom in the T-Hangar area was discussed.

Motion to place a portable restroom in the T-Hangar area and must be anchored.

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED THAT PLACING A PORTABLE RESTROOM IN THE T-HANGAR AREA THAT MUST BE ANCHORED BE APPROVED.

Rates and charges information for the airport and hangar tenants were provided to the Commission. It was requested that the rates and charges be approved or given advice on which changes to make.

Motion to move forward with the new 2025-2026 Rates & Charges effective July 1, 2025.

MOVED AND SECONDED BY YEAGER AND NYGARD, DULY CARRIED THAT THE 2025-2026 RATES AND CHARGES BE APPROVED EFFECTIVE JULY 1, 2025.

Stratigent provided a report for the month of May reflecting the want for passengers to use Brainerd Airport, but the flight times are proving to not be optimal for the passengers to purchase the tickets. Skywest dollars end June 2025. Radio ads that were provided to Hubbard to run as Public Service announcements; Stratigent will look into seeing if those were received and ran as previously agreed.

B. Consulting Engineer

Mead & Hunt informed the Commission about the warranty issue with peeling paint at the newly built hangars. Hy-Tec provided the Commission with four different options, Warranty only, and three other options that included costs for additional work to the hangars for improvements. Discussion about what the rental rates would be if the additional improvements were approved.

Motion to proceed with the warranty only on the paint and repair.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED TO APPROVE FOR HY-TEC TO PROCEED WITH THE WARRANTY ONLY ON THE PAINT AND REPAIR.

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Mead & Hunt advised that the Security Fence Grant is to be released any day. All necessary signatures required will receive the notification via email. Executive Assistant Ruchling applied for State Grants, Fuel Management system, Fuel Tank relocation and State Crack Sealing. The Commission Chair requested a project list showing priority at the next regular meeting.

OLD BUSINESS:

A. Steven Baldwin Associates - Discussion

The Commission agreed to table this item for review/discussion at the next regular meeting in July.

NEW BUSINESS:

A. Signature Authority for Commissioner Kevin Yeager

Motion to provide Commissioner Kevin Yeager signature authority, retroactive to May 7, 2025.

MOVED AND SECONDED BY SHIPE AND NYGARD, DULY CARRIED THAT COMMISSIONER KEVIN YEAGER BE PROVIDED SIGNATURE AUTHORITY RETORACTIVE TO MAY 7, 2025.

B. De-Ice Truck

The De-Ice truck at the Brainerd Lakes Regional Airport is Commission owned and utilized by Airline staff and NorthPoint Aviation staff. Airline staff would like to have Unifi provide one. However, Unifi will not provide one if the Airport has one available. The Airport cannot be without a De-Ice truck because this would risk having cancellations to flights if there isn't De-Ice capabilities at the Airport. Discussion about steps to take and which is the right direction moving forward.

C. Brainerd Nordic Ski Club Permit

The Brainerd Nordic Ski Club Permit expired on March 31, 2025. The Airport requested permission to renew the permit. The Commission advised that the permit be renewed for three years instead of five years.

Motion to renew the Brainerd Nordic Ski Club Permit for 3 years.

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE BRAINERD NORDIC SKI CLUB PERMIT BE RENEWED FOR 3 YEARS.

D. Pre-Approve AIP grant FAA AIP 3-27-0014-58-2025/MnDOT 1801-139

Mead & Hunt requested pre-approval for signatures on the FAA AIP 3-27-0014-58-2025/MnDOT 1801-139 grant when it arrives.

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MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED TO APPROVE SIGNATURES BE APPLIED TO FAA AIP 3-27-0014-58-2025/MnDOT 1801-139 ONCE RECEIVED.

E. Interim Director Interview Discussion and Selection

The Commission discussed the positives and negatives of those that were interviewed at the beginning of the meeting. During the discussion, all members agreed on two strong candidates.

Motion to support the selection of Mr. Neil Planzer as Interim Director.

MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED THAT MR. NEIL PLANZER BE OFFERED THE INTERIM DIRECTOR POSITION AT THE BRAINERD LAKES REGIONAL AIRPORT.

Motion to delegate wage negotiations to the P&F committee for the Interim Director.

MOVED AND SECONDED BY SHIPE AND NYGARD, DULY CARRIED THAT THE WAGE NEGOTIATIONS BE DELGATED TO THE P&F COMMITTEE FOR THE INTERIM DIRECTOR.

F. Work Out of Class

Commissioner Barrows discussed some information about the increased workload for the Executive Assistant and recommended an increase in pay of an additional \$14/hr since the Airport Director's resignation and the start of the Interim Director at BRD.

Motion to support the recommended \$14 per hour out of class backpay

MOVED AND SECONDED BY YEAGER AND NYGARD, DULY CARRIED THAT THE COMMISSION RECOMMEND A \$14 PER HOUR OUT OF CLASS BACKPAY TO THE EXECUTIVE ASSISTANT FOR ADDITIONAL WORK COMPLETED SINCE MAY 7, 2025 AND THE INCREASE WILL CEASE WHEN THE INTERIM DIRECTOR BEGINS AT BRD.

NEXT MEETING:

Commissioner Palmer informed the rest of the Commission that he will not be present at the July 3, 2025 regular meeting of the Brainerd Lakes Regional Airport Commission.

ADJOURNMENT:

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:54 AM.

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

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul R. Pley", written in a cursive style.

Airport Director
Brainerd Lakes Regional Airport Commission

