

BRAINERD LAKES REGIONAL AIRPORT
JULY 3, 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, Neil Bratney; Vice Chair, Andrew Shipe, and Glen Nygard. Members noted as absent: Darrel Palmer; Chair and Kevin Yeager. Also present: Neil Planzer; Interim Director, Jessica Ruehling; Executive Assistant, and by Teams, Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

Item 9.e. was removed from the agenda and will be on the August agenda.

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

CONSENT CALENDAR – Approved.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY SHIPE AND BARROWS, 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, Jeff Klang, Debbie Erickson; Crow Wing County Administrator, Nick Broyles; City Administrator, Jim Wulf; ARFF/Operations, and Connie Hillman; City Finance Director.

REPORTS

A. Airport Staff & Marketing/Creative Services

Mr. Planzer was welcomed by the Commission and provided information about his first

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impressions of the airport. The Brainerd Lakes Regional Airport's physical structure is in good condition, it's well kept, clean and functional. Mr. Planzer has met all BRD staff and find them to be a good group of hard-working individuals. He has also begun meeting with the airport tenants. He also brought some items to the meeting for discussion. The De-Ice truck is an item that has been discussed between Unifi and NorthPoint Aviation. Mr. Planzer suggested that this item for purchase should be moved from AIG funds and moved to AIP funds to allow other building items be purchased under AIG. Bratney asked about the ownership of the De-Ice truck. The truck is owned by the airport and used by both tenants, Unifi and NorthPoint. The truck costs the airport more in maintenance than it gains revenue. A De-icing truck is not a profit point, it's a function to keep going at an airport.

FAA Part 139 inspection is scheduled to happen in two phases, document phase the week of July 14, and an on-site inspection on July 23rd. St. Cloud Airport staff offered to assist Brainerd Airport staff with this inspection. Wildlife Training will be on-site on July 15th.

It was learned after meeting with the airport insurance agent for a review that the ARFF/SRE wasn't insured. This was corrected immediately. In addition, a full review of all items on the insurance is being done. St. Cloud Airport had requested for BRD to provide something in writing on the agreement with the sale of BRD's CAT loader.

The EAA chapter informed the airport that the Longster project is just about complete and will be ready to hang in the terminal soon.

Mr. Planzer provided an update on the warranty painting work that was being completed on the newly built hangars. One final item; Mr. Planzer expressed concerns about staff retiring and the process that goes along with staff changes. Also, discussions and ideas have occurred on the search for a permanent Airport Director.

Mr. Planzer requested the Commission's approval for two AAAE memberships, one for Neil Planzer and one for Jessica Ruehling.

A positive article was written about Mr. Planzer and the airport in the Brainerd Dispatch.

Motion to approve payment for two AAAE memberships, one for Neil Planzer and one for Jessica Ruehling.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE PAYMENT FOR TWO AAAE MEMBERSHIPS, ONE FOR NEIL PLANZER AND ONE FOR JESSICA RUEHLING BE APPROVED.

Upon roll call, all members present voted "aye" to approve to pay for two AAAE memberships for airport staff.

Stratigent wasn't able to attend today's meeting, however, information was provided to Executive Assistant Ruehling and she relayed information. Public Service Announcement ads have been formally provided to Hubbard Broadcasting. They will handle recording and incorporate them into the rotation schedule. Initially, due to summer, the placements will be outside of prime-time slots, which will improve in the fall. Stratigent will monitor placements and provide feedback.

B. Consulting Engineer

Mead & Hunt informed the Commission that the Security Fence project begins on July 7, 2025.

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MnDOT provided information that the grant funding letters have been pushed out on the status of approvals for airports until the middle of July. Mead & Hunt believes that the airport will get funding for the annual pavement maintenance/crack sealing, which is a 70/30 split. Two additional grant requests were sent to MnDOT, one for a Fuel Management System and one for a New Fuel Tank, both of which are 60/40. The upcoming AIP Projects that were presented to the Commission were reviewed, along with upcoming AIG projects.

Motion to move forward with AIP as discussed, adding the De-Ice truck.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT MEAD & HUNT AND THE BRAINERD AIRPORT MOVE FORWARD WITH THE REVIEWED AIP PROJECTS, ADDING THE DE-ICE TRUCK.

Motion to move forward with all listed AIG projects for 2026.

MOVED AND SECONDED BY BARROWS AND NYGARD, DULY CARRIED THAT MEAD & HUNT AND THE BRAINERD AIRPORT MOVE FORWARD WITH ALL LISTED AIG PROJECTS FOR 2026.

OLD BUSINESS:

A. Steven Baldwin Associates – Discussion

Mr. Planzer is doing research into the best option to select a new Director. It is undecided whether a consultant is needed at this time. This will be revisited.

B. Alert 3

Staff has confirmed that Alert 3 is going through every time, but we continue work on the response time back to the airport.

C. De-Ice Truck

This item was reviewed during the Airport Staff Reports, item 7.a.

NEW BUSINESS:

A. Interim Director – Update

This item was reviewed during the Airport Staff Reports, item 7.a.

B. FAA Airports Capital Improvement Program & Schedule

This item was reviewed during the meeting and is for informational purposes only advising airports of a schedule change.

C. MnDOT FY2026 Grant Agreement – Air Service Marketing

Motion to approve the MnDOT FY2026 grant agreement for Air Service Marketing.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT MnDOT FY2026 GRANT AGREEMENT FOR AIR SERVICE MARKETING BE APPROVED.

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D. Minnesota State Flag

Discussion about flying the MN State flag or a different flag altogether. It was agreed to revisit this discussion at a later date.

E. Travis Mills Hangar Sale Discussion

This item has been moved to the August meeting.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on August 7, 2025.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:00 AM.

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

Respectfully submitted,



Brainerd Lakes Regional Airport Commission