

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 8, 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 11:00 a.m. in the Airport Conference Room by the Airport Commission Chair.

The following Commission members were noted present: Darrel Palmer; Chair, Andrew Shipe, Glen Nygard, and Kevin Yeager. Members noted present according to Minn Statute 13D.021 via video call: Steve Barrows and Neil Bratney; Vice Chair at 11:06 am. Also present: Neil Planzer; Interim Director, Jessica Ruehling; Assistant Manager of Administration.

APPROVAL OF AGENDA – Approved.

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

AIRPORT MANAGER CANDIDATE REVIEW & SELECTION

Chairman Palmer thanked the Commission for their participation in the Airport Manager interviews at the December 4, 2025, Airport Commission meeting. The selection has been narrowed down to two candidates. Mr. Palmer requested to go around the room and hear the thoughts of the Commission about which candidate they would choose. Mr. Yeager advised that both candidates would serve as good leaders, however, he feels as though Ms. Roach would be a better fit. Mr. Shipe believes that Ms. Roach would be good at connecting with stakeholders. Mr. Nygard feels that Ms. Roach is a good long-term candidate. Mr. Barrows favors Ms. Roach and knows the area and brings a positive attitude. Mr. Bratney thinks Ms. Roach would be a fine airport manager but leans more towards Mr. Ziomek based on discussions about airport projects and his education. Mr. Palmer advised that all candidates that applied had some deficiencies somewhere and provided more information about the initial interviews and believes that the Commission should offer the position to Ms. Roach.

BY ROLL CALL; EACH COMMISSIONER VOTED YES TO OFFER THE AIRPORT MANAGER POSITION TO JENNIFER ROACH.

Motion to offer the Airport Manager position to Jennifer Roach and allow the Interim Director Mr. Planzer to work with Jennifer and Human Resources to craft out the terms of hiring and employment at BRD and offer her the position and bring those terms back to the Commission at the next meeting for final approval.

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED THAT THE AIRPORT MANAGER POSITION BE OFFERED TO JENNIFER ROACH AND ALLOW THE INTERIM DIRECTOR MR. PLANZER TO WORK WITH JENNIFER AND HUMAN RESOURCES TO CRAFT OUT THE TERMS OF HIRING AND EMPLOYMENT AT BRD AND OFFER HER THE POSITION AND BRING THOSE TERMS BACK TO THE COMMISSION AT THE NEXT MEETING FOR FINAL APPROVAL.

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Upon roll call, all members present voted “aye” to approve to offer the position to Ms. Roach and have Mr. Planzer and HR work on the terms and bring back to the next meeting.

NEXT MEETING:

The next meeting date; regular Airport Commission Meeting on January 8, 2026.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:29 AM.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'L. Shipe', written over a horizontal line.

Brainerd Lakes Regional Airport Commission