

BRAINERD LAKES REGIONAL AIRPORT
MARCH 5, 2026, 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 Commission Chair Darrel Palmer.

The following Commission members were noted present: Steve Barrows, Neil Bratney; Vice Chair, Darrel Palmer; Chair, Andrew Shipe, and Kevin Yeager. Present via video call: Neil Planzer; Interim Airport Director and Michelle Baird. Also present: Jennifer Roach; Airport Manager and Jessica Ruehling; Assistant Manager of Administration.

APPROVAL OF AGENDA – Approved.

Chairman Palmer requested an addition to the agenda of Capital Improvement Plan (CIP) as item 8.c.

MOVED AND SECONDED BY BRATNEY AND SHIPE, DULY CARRIED THAT THE AGENDA BE APPROVED WITH THE ADDITION OF THE CIP REVIEW.

CONSENT CALENDAR – Approved.

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

APPROVAL TO PAY BILLS – Approved.

Questions about some of the bills. Contractor box (typo on the bill report, actually a contactor box) was purchased for the repair of a hangar door to allow it to open and close. Glass repair in the main lobby of the FBO, occurred by an employee and was terminated because of the action. The invoice from the Crazy Plant company was a one-time expense to bring greenery to the terminal. Review of Fireline Sprinkler invoices for services to the sprinkler system in the walk-in cooler/freezer and pipes in the attic.

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED THAT THE PAYMENT OF ALL BILLS DISTRIBUTED AND REVIEWED WITH THE COMMISSIONERS VIA EMAIL AND DURING THE MEETING 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

Michelle Baird; Mead & Hunt, Aaron Hautala; Strateligent, Mike Petersen; Hangar Tenant,

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Mark Nesheim; Wing's Airport Café, Ken Heintzman; Nisswa, Zack Jackson; Local pilot, Walt Roberts; Hangar Tenant, Corrine Roberts; Hangar Tenant, Dan Thesing; ARFF/Operations, John Zehm; Hangar Tenant.

REPORTS

A. Airport Staff & Marketing/Creative Services

Airport Manager Jennifer Roach requested from the Commission any comments or questions that they may have. It was noted that the FBO reached a new record for the month of January and Café revenues are up. Grant deadlines for Federal fiscal year 2026 is May 1st and we are on track for bids for the first part of April and working on quotes for the Bi-Directional antenna.

Marketing/Creative Services informed the Commission on the timing of the Dispatch print ads and the Dispatch digital ads. Radio ads have been approved and plan to be live later this week or early next week. Strateligent plans to pause advertising in May to review the effects of ticket sales. Google search is live and SkyWest approved the Google ad words, running March through July with a total of \$25k from SkyWest to cover the cost. Both Google search and ads are tracked. Billboard advertising is in the works. A contract has been received from Franklin Outdoor, Hwy 371, and we are still working with Carl Advertising for Hwy 169. Aaron thanked the Commission and the staff for working with Strateligent and allowing them to move forward early so ads were ready for release.

B. Consulting Engineer

Mead & Hunt informed the Commission that projects for Federal fiscal year 2026 are moving forward. Currently working on bids for the Taxi Lane project and getting quotes for the antenna for the ARFF/SRE building. Both items will be included in the final grant request which is due May 1st. Total cost is about \$800k with BRD's share around \$20k. The CIP meeting is scheduled for March 19th at 11am in person in the Airport conference room with a virtual option available. For ARFF warranty items, International Door is planning to come out in the spring to repair the paint issues on the doors. Contacted SCR for the controls on the heating system in the watch tower and they were able to remote into the system and monitor controls. Still waiting to hear about the VALVE grant and the ATP grants. Erosion issue reminder that we will get new quotes this spring. Anerson Brothers is off the barred list and will hold their pricing that was previously provided. Will continue to assist Mr. Planzer with grant opportunities for the ARFF training facility. The apparatus for that is eligible for Federal funding. Update on the DNR bonding, they requested \$16 million and were selected to possibly be awarded \$5 million. Mead & Hunt will continue to meet with DNR on this project. There is an in-person meeting planned for April 15th at 1pm. Chairman Palmer requested some additional information about the project.

OLD BUSINESS:

A. Brainerd Lakes Regional Airport Top Priorities

Ms. Roach informed the Commission about the item of Increasing Revenue. The airport has

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some interested parties in renting the old ARFF facility. Possibly Executive Express which is looking to bring business back to the Brainerd area. They are working on a business plan to bring back to airport staff. DNR needs space to store their boats for water rescue missions. Airport staff is currently seeking more information. Joey Winch from Brainerd Car Wash met with us and is looking to start aircraft detailing out at the airport and is planning to take an aircraft detailing course for certification. Mr. Shipe asked if that is a service that NorthPoint provides. NorthPoint does provide belly washes but Mr. Winch plans to provide interior and exterior detailing. He is also in communication with the owner of NorthPoint, so he'll weigh his options of working at the airport independently or with NorthPoint. Questions about the ability to use the old ARFF facility and which tenants are allowed and how the leases are created. Mr. Yeager requested a basic cost of ownership on this facility. Ms. Roach advised that this is in the works for the entirety of the airport. The old ARFF facility was paid for under grant and might be over the threshold which could provide flexibility for rental options.

Engaging Governing Bodies, on Monday night Ms. Roach attended the City Council meeting and expresses appreciation to Mr. Yeager for the opportunity to introduce herself. Also had the opportunity to meet with Deb Erickson out here at the airport.

Airport TV screens: met with Mr. Glen and discussed the future of cable and advertising on the airport monitors. No new update yet on the additional firetruck but will follow-up with the chief.

B. ARFF & Winter Operations Training Course - Update

Mr. Planzer has contacted three people that are going over the business plan and the lesson plans. Wade Boyat; who has a lot of experience with this, John Goglia; master of all things like this, and Jack former ARFF chief at Logan International. Three world-class professionals reviewing this at no cost to the Commission. Winter Ops will be reviewed separately. Mr. Planzer contacted the Deputy Administrator of the FAA on separate topic but also discussed the ARFF & Winter Operations Training at BRD and the Administrator advised that it's a good idea. Lesson plans should be ready to be reviewed by the April meeting, and the Commission can decide if this is a go or no go. Mr. Planzer advised that he might request to bring these professionals for a day or two for a visit, but it would require a cost for transportation and hotel stay. Pricing for the course could be high but is under review.

Motion to cover travel expenses for ARFF/SRE professionals to have a trip to BRD.

MOVED AND SECONDED BY BARROWS AND SHIP; DULY CARRIED TO COVER TRAVEL EXPENSES FOR ARFF/SRE PROFESSIONALS TO HAVE A TRIP TO BRD BE APPROVED.

Mr. Planzer also informed the Commission that he plans to return to BRD next week and spend some time with Ms. Roach but also plans to move from salary and then work on a contracted basis and will have the information ready for discussion at the April meeting.

C. Capital Improvement Planning (CIP)

Chairman Palmer advised that the capital improvement plan should be provided to the City and the County at budget time just to inform them about upcoming projects and where the dollars are coming from. The current document was last updated in October 2025. Ms. Roach requested the

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help from Ms. Ruehling and Mr. Planzer since this document is brand new to her and she hasn't had much time to review the CIP. Chairman Palmer requested to review line item by line item on the CIP for the five years and a quick mention as to where we are at on the projects. Federal Fiscal years 2025 through 2029.

NEW BUSINESS:

NEXT MEETING:


All Commissioners present indicated that they would be able to attend the next meeting on May 7, 2026.

ADJOURNMENT:

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:15 AM.

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

Respectfully submitted,



Jennifer Roach
Airport Manager
Brainerd Lakes Regional Airport