

BRAINERD LAKES REGIONAL AIRPORT
JUNE 11, 2026, MEETING MINUTES

Pursuant to due call and notice thereof, a special meeting of the Brainerd Lakes Regional Airport Commission was called to order at 11:30 a.m. in the Airport Conference Room by Commission Chair Darrel Palmer.

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

APPROVAL OF AGENDA – Approved

The Airport Manager requested an additional agenda item: discussion of a relocation allowance for the new Airport Operations Manager.

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

Upon roll call, all members present voted “aye” to approve the agenda with additions.

RELOCATION ALLOWANCE FOR NEW AIRPORT OPERATIONS MANAGER DISCUSSION

Ms. Roach proposed that the Airport Commission approve a relocation allowance for the new hire. A qualified candidate from Milwaukee is being considered for the Airport Operations Manager position. She requested offering a \$5,000 flat relocation allowance with no receipts required. Discussion included: Tax implications (allowance would be taxable). Standard practices in government units (often reimbursable). Consideration of linking the allowance to an employment duration requirement. Suggestion: If the employee leaves within the first year the allowance must be repaid.

Motion: Approve a \$5,000 relocation allowance with a requirement that if the employee separates within the first year, the allowance is repayable to the airport.

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE RELOCATION ALLOWANCE OF \$5K FOR MOVING EXPENSES BE APPROVED WITH CONDITIONS OF A SEPERATION WITHIN THE FIRST YEAR; THE DOLLARS WOULD NEED TO BE RETURED.

Upon roll call, all members present voted “aye” to approve the relocation allowance for the new hire.

Airport Commission Minutes
June 11, 2026

AIRPORT STRATEGIC REVIEW:

Discussion led by Ms. Roach, after doing some research she discovered that there is no recent long-range strategic planning documents saved. Ms. Roach proposed starting a new strategic planning initiative, potentially with a subcommittee and outside facilitation. Develop a Strategic Plan Purpose & Structure. The Commissions decided that they need to determine the airport's vision and mission before gathering broader stakeholder input. Stakeholders could include business tenants, FBO, operations, and hangar tenants. Commissioners emphasized the importance of having a guided document that can outlast individual commissioners. The Commission reviewed what a Subcommittee vs. Full Commission group would look like. Some commissioners preferred full commission involvement due to the small size of the group. It was agreed by the Commission that a subcommittee could gather information but would not have voting authority. Benefits of having a facilitator: it keeps discussions on track, reduces bias, allows staff/all involved to participate fully. Concerns of having a facilitator: cost and potential bias from certain organizations. Possible facilitators mentioned: local professionals, retired administrators, community leaders. The Airport Commission came to an agreement to complete the Vision and Mission statements first, then proceed with stakeholder outreach and SWOT analysis. The Commission requested that Airport Staff and Mr. Planzer review current strategic plans from similarly sized airports for templates and best practices. Staff will gather examples and draft materials. The Commission had a discussion about another Special Meeting date for June 2026. Staff will have sample vision/mission statements ready by June 17. Then the Airport Commission will review materials and prepare ideas individually. A special meeting will be held to finalize draft Vision & Mission Statements on June 25, 2026, at 11:00 in the ARFF/SRE building conference room.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next special meeting, on June 25, 2026.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE COMMISSION SPECIAL MEETING ADJOURN TO THE NEXT SPECIAL MEETING ON JUNE 25, 2026, AT 11:00 AM.

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

Respectfully submitted,


Jennifer Roach
Airport Manager
Brainerd Lakes Regional Airport