

BRAINERD LAKES REGIONAL AIRPORT
JUNE 25, 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 11:25 a.m. in the ARFF/SRE Conference Room by Commission Chair Darrel Palmer.

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

APPROVAL OF AGENDA – Approved

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

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

AIRPORT VISION AND MISSION STATEMENT REVIEW

The Airport Commission discussed the Brainerd Lakes Regional Airport’s current vision and mission statements and also reviewed vision and mission statements from other area airports. Ms. Roach also presented a proposed vision and mission statement for the Brainerd Lakes Regional Airport to the Commission. Mr. Yeager advised that the proposed vision and mission statements were great. Mr. Bratney suggested that some additional words be added to the proposed vision statement about the future, the environment and conservation. Mr. Planzer informed the Commission that the vision statement is what you choose it to be and the mission statement is what you choose it to be. Both statements should be reviewed and updated every one to two years. It should be clear cut to assist with the airport’s strategic plan. Mr. Shipe expressed that the challenge is that these statements can turn into a list that nobody reads. If it’s too lengthy, nobody reads it.

It was discussed that the mission statement should state the primary purpose, the core responsibilities, the values and be action oriented. This document is meant to be an internal document, not for the public. The Commission rearranged some words with the mission statement, but it contains why the airport exists and what it does, states that we are serving the residents and businesses and contains strengthening regional economic and workforce development serving the Brainerd Lakes Regional area. Mr. Bratney left the meeting 5 minutes early. The Airport Commission is in agreement with the new airport vision and mission statement.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting, on July 2, 2026.

Airport Commission Minutes
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ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE COMMISSION SPECIAL MEETING ADJOURN TO THE NEXT MEETING ON JULY 2, 2026, AT 12:24 PM.

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

Respectfully submitted,



Jennifer Roach
Airport Manager
Brainerd Lakes Regional Airport