

BRAINERD LAKES REGIONAL AIRPORT
SEPTEMBER 3, 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 9:00 a.m. in the Airport Conference Room by Commission Chair Darrel Palmer.

The following Commission members were noted present: Steve Barrows, Darrel Palmer; Chair, Andrew Shipe and Kevin Yeager. Members noted present according to Minn Statute 13D.021 via video call: Neil Bratney; Vice Chair (left the meeting at 10:34am). Also present: Jennifer Roach; Airport Manager, Jessica Ruehling; Assistant Manager of Administration and Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved

Airport staff requested a change in order on the agenda to allow guests time at the beginning of the meeting vs. the end. Item 8a. Civil Air Patrol Lease, 9a. Gap Insurance, and 9b. Airport Open House & Car Show.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE AGENDA BE APPROVED WITH ADJUSTMENTS.

CONSENT CALENDAR – Approved.

Discussion about items on the financial reports that were provided to the Airport Commission. Review of hangar rental income seems that the budget projection could be low. Personnel expenses for July seem to be high. Review and discussion of FAA grant reimbursements. This is reviewed with the FAA on a monthly basis. Chairman Palmer would like the FAA to provide the airport with a reasonable timeline for reimbursements. Staff will review the BS&A project report and report back to the Commission.

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

APPROVAL TO PAY BILLS – Approved.

Discussion about the invoice for legal services. Ms. Roach advised that this was a request for review of a lease in the event a different party were to purchase a hangar. Airport staff will complete a final review of legal services. It was also advised that the Bowmonk is a friction testing tool for Operations to check the status of the runways for air traffic.

MOVED AND SECONDED BY YEAGER AND BRATNEY, 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

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Commissioners prior to the meeting.

PUBLIC FORUM

Introductions and Items Not on Agenda

DJ Dondelinger; NorthPoint Aviation, Michelle Baird; Mead & Hunt, Patrick Nelson; ARFF/Operations, Aaron Hautala; Strateligent, Jenny Holmes, Corinne Roberts; Hangar Tenant, Jayme Steele; Weizenegger-Engel, Ron Finger; Civil Air Patrol, Susan Heffron; CAP, Alan Booth; CAP, Alex Booth; CAP, Marcel Kobberdahl; CAP, Roger Macy; Pilot & EAA, Mike Petersen; Hangar Tenant, Cory Zeien; ARFF/Operation and via Teams Neil Planzer.

REPORTS

A. Airport Staff & Marketing/Creative Services

Ms. Roach informed the Commission that the fuel tank project is not yet complete. Work on the hose and reel for the tanks is in progress. Final response from the FAA on the Part 139 inspection hasn't yet been received, however, the airport was informed that the on-site inspection was good. Airport staff had a pre-construction meeting with tenants on the upcoming Taxilane project. Staff received and responded to some findings that were found during the TSA annual inspection. Some of which included minor errors in paperwork, and changes that are required to be made to specific access points from the ground side to the air side. The Airport was recently informed that the FAA will retire the RNAV 5 approach. Center doesn't approve that approach very often due to the proximity of the active range to Camp Ripley. The airport does have RNAV on the other runway and BRD also has ILS instrument approach capabilities. Maintenance to the jet bridge canopy, and continued preparation on the snow removal equipment. Ms. Ruehling continues to work on the PFC application after receiving feedback from the FAA. Credit applications were completed in the new MnDOT system; BlackCat. Funds from Sourcewell were approved for conference room furniture and the Expo event. Staff continue to work with Strateligent on the upcoming marketing plan. Increased enplanements over the last month. Airport staff met with Skywest and Suncountry airlines and will touch base with them on a quarterly basis to maintain relationships. Fuel numbers for the month of July are up. Things like weather and price are the biggest impacts in fuel sales. Sales for Wing's café are slightly down due to highway construction.

Strateligent provided marketing goal information to the Commission. It was learned that the airlines don't place goals on enplanements for airports with EAS. The airport plans to move forward with a 6% increase goal. Trending numbers seem to reflect the goal of the airport with increasing passenger numbers. Commission Chair Palmer asked Mr. Planzer if the airport is able to put flight time requirements in an EAS bid? The airport would need to work with the MnDOT contact for the bid as that is put out by the State. Airports don't have direct input on the bid, but they have input on the selection. Commissioner Shipe agreed that 6% is a good number, and compared with other regional airports, it provides good measurement. Ms. Roach did confirm with Skywest that there would be a later return flight that bounces around a little from 7:45pm to 9:05pm and then back again which is beneficial for our passengers. Strateligent reviewed marketing results from Google pay per click, Facebook and the airport's website reflecting that

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overall traffic online has increased. It was discovered that AI engines had 2 click results for BRD. Fall radio ads will begin in September. Strateligent has reviewed the 2027 marketing campaign and will present it to the Commission during the October meeting. Commissioner Shipe shared information that was found online, published by the FAA on common destinations from the departure airport to the destination. The results presented data from July 2025 through April 2026. Pheonix, Denver and Florida are common destinations out of BRD.

B. Consulting Engineer

Mead & Hunt informed the Commission that the AIP grant should be forthcoming anytime now as well as the ATP grant. They need to be signed as quickly as possible and returned to the FAA.

Motion to approve and execute the FAA AIP 3-27-0014-59-2026 grant and the MnDOT companion grant A1801-142 Taxilane reconstruction and bi-directional antenna.

The Airport Manager spoke with the FAA and received the ok to proceed with construction because funding will be provided to the airport and this information was relayed to Anderson Brothers.

MOVED AND SECONDED BY SHIPE AND BARROWS, DULY CARRIED THAT THE FAA AIP 3-27-0017-59-2026 GRANT AND THE MNDOT COMPANION GRANT A1801-142 TAXILANE RECONSTRUCTION AND BI-DIRECTIONAL ANTENNA BE APPROVED AND SIGNED.

Upon roll call, all members present voted “aye” to approve the FAA and MnDOT grants for the taxilane reconstruction and bi-directional antenna.

Motion to approve for the Commission Chair Darrel Palmer to sign the construction contract to Anderson Brothers in the amount of \$773,906.99.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE COMMISSION CHAIR DARREL PALMER BE APPROVED TO SIGN THE CONSTRUCTION CONTRACT TO ANDERSON BROTHERS IN THE AMOUNT OF \$773,906.99.

Upon roll call, all members present voted “aye” to approve signing of the Anderson Brothers construction contract.

Motion to approve for the Airport Manager to work with the supplier on the bi-directional antenna and have the Commission Chair and the Airport Manager sign the quote to proceed up to the amount of \$55,000.00 grant funding.

MOVED AND SECONDED BY BARROWS AND SHIPE, TO APPROVE FOR THE AIRPORT MANAGER AND THE COMMISSION CHAIR ON WORKING WITH THE SUPPLIER ON THE BI-DIRECTIONAL ANTENNA AND SIGN THE QUOTE TO

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PROCEED UP TO THE AMOUNT OF \$55,000.00 GRANT FUNDING.

Upon roll call, all members present voted “aye” to approve signing of the final quote for the bi-directional antenna, up to the amount of \$55,000.00.

Motion to approve and execute the FAA ATP 3-27-0014-60-2026 grant and the MnDOT companion grant A1801-144 Commercial Terminal HVAC upgrades.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT THE FAA ATP 3-27-0014-60-2026 GRANT AND THE MNDOT COMPANION GRANT A1801-144 COMMERCIAL TERMINAL HVAC UPGRADES BE APPROVED AND SIGNED.

Upon roll call, all members present voted “aye” to approve the FAA and MnDOT companion grant for the commercial terminal HVAC upgrades.

A change order request was provided to the Commission for the taxilane helipad project. During a pre-construction meeting, Brainerd Helicopter’s expressed the need to continue to access their hangar during construction. After discussion during the meeting and reviewing the damage to a section of the fence located near the Brainerd Helicopter hangar, it was agreed that the fence could potentially get moved out, which would allow more space for snow piles during the winter, and a temporary gate would be put in for hangar access. The airport needs to request additional funding from the FAA. Ms. Roach recommended Commission approval to request additional funds; approximately \$15,000.00 for fencing and about \$15,000.00 for added pavement. A visual of the work was displayed to the Commission during the meeting.

Motion to approve the request to the FAA for a change order which will include an additional \$15,000.00 for fence and \$15,000.00 for pavement.

MOVED AND SECONDED BY BARROWS AND SHIPE, DULY CARRIED THAT STAFF SUBMIT A CHANGE ORDER REQUEST IN THE TAXILANE HELIPAD PROJECT TO THE FAA WHICH INCLUDES \$15,000.00 FOR FENCE AND \$15,000.00 FOR ADDITIONAL PAVEMENT TO BE APPROVED.

Upon roll call, all members present voted “aye” to approve, the request to the FAA for a change order in the taxilane helipad project.

Ms. Roach informed that Commission that the new hangar subcommittee has met twice and a proposal has been received from Mr. Dondelinger, however, the subcommittee hasn’t had a chance to meet to discuss the proposal. It was recommended that the subcommittee continue to meet to discuss it at the subcommittee level. Commissioner Barrows suggested that there be a special meeting of the subcommittee on the afternoon of the 10th or the 11th of this month. Discussions about the content of the proposed special meeting. Commissioner Barrows advised that the proposal for the new hangar was received from Mr. Dondelinger yesterday and the subcommittee should meet and review the two options in detail, then have a full presentation at a

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special Commission meeting on September 23rd. Mr. Planzer informed the Commission that a completed contract isn't needed by October 1, 2026. It would be good to develop a concept of the terms. The October 1, 2026, deadline is for pre grant application, which informs the FAA about the general idea of what the airport would like to do with the funds. The April 1st deadline is the final grant application that contains the specific details of the planned project. Revenue statements on option A and B are desired to be brought to the special meeting.

Motion for staff to develop a draft RFP for seeking services for IT, HR, payroll and legal beginning in 2027.

MOVED AND SECONDED BY YEAGER AND SHIPE, DULY CARRIED FOR STAFF TO DEVELOP A DRAFT RFP FOR SEEKING SERVICES FOR IT, HR, PAROLL AND LEGAL BEGINNING IN 2027.

Motion for staff to complete a full discovery of fair market value of hangar lease rates of surrounding regional airports and create a report of BRD's current lease rates as they exist today.

MOVED AND SECONDED BY YEAGER AND BARROWS, DULY CARRIED FOR STAFF TO COMPLETE A FULL DISCOVERY OF FAIR MARKET BALUE OF HANGAR LEASE RATES OF SURROUNDING REGIONAL AIRPORTS AND CREATE A REPORT OF BRD'S CURRENT LEASE RATES AS THEY EXIST TODAY.

The Commission is comfortable for staff to seek outside vendors to complete the work of fair market value.

OLD BUSINESS:

A. Civil Air Patrol Lease

The Airport Manager informed the Commission that after last month's meeting and discussion about Civil Air Patrol's lease, the Assistant Manager of Administration reached out to other airports in Minnesota with the request to see a copy of their CAP lease. The comparisons were provided to the Commission along with FAA related information for CAP. Members from Civil Air Patrol attended the meeting and Lt. Col. Marcel Kobberdahl requested to speak to the Commission about the various activities and different volunteer things they do for the community. Civil Air Patrol is America's premier public service organization and civilian auxiliary to the United States Air Force, serving communities since 1941. CAP has been at the airport since 1947. CAP is a Federally funded at the national level, non-profit organization. Established to mobilize the nation's civilian aviation resources for national defense service. Today they operate by providing emergency services, search and rescue, firefighting assistance, aviation education, volunteer services and they are dedicated to the community. They have annual membership fees and are required to pay for their own flight times and their fuel. CAP is provided with an appropriation from Crow Wing County at \$2,000 each year. Mr. Booth advised that local funding covers the bills at the BRD location. Fundraising also assists with this and

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cadet scholarships to allow low-income families to still participate in Civil Air Patrol. CAP participates in parades, airport events, special missions, and an annual MN Wing conference at Maddens. Their cadet program transforms youth into dynamic leaders. The program is for youth ages 12-18. Cadets are required to purchase uniforms and could be responsible for \$300-\$600 in expenses each year. Weekly meetings and a yearly encampment event at Camp Ripley is part of the cadet program. There is no military obligation and about 8% of the Air Force comes from Civil Air Patrol. Flight instruction is also part of Civil Air Patrol. Cadet Commander from the BRD squadron, Susan Heffron provided the Commission with some perspective from the cadet side. Some squadrons in MN have to find other buildings or different locations that will allow them to meet and provide education to cadets. Susan is thankful that she has been able to participate here in Brainerd at the same location since she was a kid. She is grateful for all of the opportunities that CAP has provided to her. Ron Finger spoke to the Commission and expressed appreciation for the opportunity for CAP to speak. He has been a senior member since 2010. In 2021, the 80th anniversary of CAP, Ron completed a painting of all the Civil Air Patrol aircraft that have been used and presented it to the Commission. Mr. Yeager thanked everyone that spoke and thanked them for the painting. He also advised that it would be framed and hung up in the main terminal.

Commission Chair Palmer informed CAP that even with being a non-profit organization, there should still be some sort of annual membership dues. Civil Air Patrol needs to also maintain their facilities. He requested that CAP provide a document that shows how many members and cadets are here at BRD. He also informed CAP that the Commission supports them being here. The Commission would like to rework some components of the lease and learn more about what CAP is doing for the community locally. It was confirmed that the current lease that had been sent to National CAP for signature did in fact get signed. Commission Chair Palmer requested to have all long-term leases come before the board prior to signatures. Commissioner Barrows advised that some governance should be put in place to provide direction for management and staff. Mr. Booth agreed to work with Ms. Roach to amend the lease from a 10-year agreement to a one-year agreement with roll over terms. Commissioner Bratney advised that all leases shouldn't be brought to the board with some acceptations of the rule, mostly longer-term leases.

B. Brainerd Lakes Regional Airport Top Priorities

Not reviewed during this meeting due to adjournment.

C. ARFF & Winter Operations Training Course - Update

Not reviewed during this meeting due to adjournment.

NEW BUSINESS:

A. Gap Insurance Review

During last month's meeting it was requested to review gap insurance for the airport. Jayme Steele with Weizenegger Insurance provided a document to the Commission of coverage at the airport. He has been with the company and working with the airport since 2015. The airport's

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biggest exposure would be weather related, major storms, tornadoes etc. Some changes have been made within the last year to help reduce costs with the right amount of coverage. Coinsurance requires Weizenegger to insure everything up to 90% of the replacement costs. Partial damage will require an adjuster to come out and assess damage. Property at the airport is the biggest item insured. The cost of rebuilding something after years of utilization will be significantly different at the time of damage, which is a challenge. The Commission is concerned about the difference in expenses in the event that a building is damaged or lost. Based on grant assurances, if there is loss of a building, it would be required that the airport rebuild that building. If the ARFF/SRE needed to be rebuilt today, what would that cost? The Commission directed staff and Mead & Hunt to seek out rebuilding costs for buildings at the airport. Mr. Planzer informed the Commission that even though there are grant assurances on the building, the FAA doesn't say that those buildings need to be rebuilt to the same standards. This needs to be measured by value vs. what each building would need to be replaced with. Value costs from staff and Mead & Hunt should be brought to the regular meeting in November. The Commission thanked Mr. Steele for his time.

B. Airport Open House & Car Show

Ms. Jenny Holmes introduced herself to the Commission and reviewed ideas for an airport event in the spring of 2027. The suggested date of the event was May 15, 2027. Discussions about fishing openers, Breezy Point airport event, and other holidays. Due to events on previous Saturdays in May, it was decided to have the event on May 22, 2027, with a time of 11am-2pm. It was agreed that three hours for the event is a good fit. Planning on airport tenant involvement, a car show, and bringing in food trucks. Ms. Holmes requested some assistance from Mr. Yeager on the car show portion of the event, and he agreed to provide some help. Commission Chair Palmer provided some suggestions of where to seek additional assistance for the car show portion. There was agreement to not call the event "Open House". Ms. Holmes suggested that it be called Expo and Car Show with a tagline of "Fuel Your Curiosity." Planning to bring in helicopters, and other static aircraft. Also working with the local Air Force recruiter on items to bring to the Expo. Ms. Holmes plans to bring a budget number and a potential layout for the event to the next regular meeting.

NEXT MEETING:

All Commissioners present indicated that they plan to attend a special meeting on September 23, 2026, at TBD time.

ADJOURNMENT:

MOVED AND SECONDED BY SHIPE AND YEAGER, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 12:37 PM.

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

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jennifer Roach". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Roach".

Jennifer Roach
Airport Manager
Brainerd Lakes Regional Airport