BRAINERD LAKES REGIONAL AIRPORT
SEPTEMBER 23, 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 12:00 p.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 present according to Minn Statute 13D.021 via video call: Neil Bratney; Vice Chair. Members noted as absent: Andrew Shipe. Also present: Jennifer Roach; Airport Manager, Jessica Ruehling; Assistant Manager of Administration and Michelle Baird, Consulting Engineer Program Manager.

PUBLIC FORUM

Introductions

Jim Wulf; Mead & Hunt, Michelle Baird; Mead & Hunt, Will Smith; NorthPoint Aviation, Jeff Voigt; NorthPoint Aviation, Ean Voigt; NorthPoint Aviation, Darrel Palmer; Commission Chair, Jessica Ruehling; Brainerd Airport, Jennifer Roach; Brainerd Airport, Kevin Yeager; Airport Commission, Steve Barrows; Airport Commission, Neil Bratney; Airport Commission, Neil Planzer; Brainerd Airport Consulting.

APPROVAL OF AGENDA – Approved

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

IIJA FEDERAL AVIATION ADMINISTRATION GRANT FUNDING

Review of the grant application deadlines were provided to the Commission and all others present. October 1st the initial grant request is due to the FAA. On or around April 1st, the final grant request is due with bids in hand. The airport has some flexibility with the FAA on the planning and environmental task order that Mead & Hunt will provide.
Mr. Voigt informed the Commission that the expansion plans are the same as what had previously been provided to the Commission. The only difference now is that Mr. Voigt plans to continue to use all of the currently leased space. The Commission requested that Mr. Voigt submit some plans for the development by October 10, 2026. Acquisition of NorthPoint Aviation for Jeff Voigt will be complete on October 5, 2026. Mr. Voigt provided some background information about the future plans for NorthPoint Aviation.
The Commission would like to see some type of surety bond, or other legal documentation for the new hangar project prior to committing to using FAA grant funds for this project. It was anticipated that Mr. Voigt would be responsible for the build-out cost and any gap that is left from grant funding. The exact costs are unknown.
In order to move forward with this project, the FAA owned RCO antennas will need to move. Based on research and discussions with the FAA, these antennas will move slightly out and up

from their current locations. Mr. Voigt informed the Commission that he is in agreement to move forward with this project, and he will look into a surety bond. The option for Mr. Voigt to pay for the new hangar project on his own, the expenses would be less. He would then rent the land from the airport. The Commission suggested that Mr. Voigt decide which route is best for the building of a large hangar and then get back with staff and a special meeting can be arranged at that time. Mr. Voigt plans to meet with Ms. Roach to review and discuss steps moving forward.

NEXT MEETING:

All Commissioners present indicated that they plan to attend the regular meeting on October 1, 2026, at 9:30 am.

ADJOURNMENT:

MOVED AND SECONDED BY BARROWS AND YEAGER, DULY CARRIED THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 1:14 PM.

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

Respectfully submitted,

Jennifer Roach
Airport Manager
Brainerd Lakes Regional Airport