

BRAINERD LAKES REGIONAL AIRPORT COMMISSION  
JANUARY 4, 2018 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 Chair Jacobson.

Upon roll call, the following Commission members were noted present: Jeff Czeczok; Don Jacobson, Chair; Paul Thiede; Marty Johnson, Vice Chair; and Kevin Stunek. Also present: Steve Wright, Airport Director; and Raini Mohler, Airport Secretary.

Commission members noted absent: Trudi Amundson.

**REVIEW AND APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, THAT THE AGENDA BE APPROVED.

**CONSENT CALENDAR – Approved.**

A. Approval of Minutes of the Regular Meeting of December 7, 2017, with Financial Report of November 2017, as Distributed.

Commissioner Czeczok requested that the minutes reflect that in the closed meeting on December 7, there was a roll call motion regarding the union contract and he voted “aye.”

Commissioner Thiede wanted to comment on the motion after the closed session on the labor agreement. He confessed that his judgment was based on not having information that he thought he probably should have had and he wanted today’s minutes to reflect that he raised the issue again and probably erred in voting for the contract.

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, THAT THE CONSENT CALENDAR, WITH THE CORRECTION TO THE MINUTES, BE APPROVED AS AMENDED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY CZECZOK AND JOHNSON THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO THE COMMISSION PRIOR TO THE MEETING.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM – Introductions.**

## **2018 AIRPORT COMMISSION GOALS – Discussion.**

The Director stated that the 2013 Vision and Mission Statement was still valid and goals envisioned in 2013 were still being pursued, including increasing the number of flights by SkyWest/Delta. The Airport consistently rated an 85-95% load factor in the summer which should warrant additional flights or a larger aircraft. The Director would discuss the issue with SkyWest.

Other goals included increasing charter flights, increasing business aviation activity, and facilitating a new GA arrival/departure building. Commissioner Czczok commented that he felt an article in the paper explaining the GA terminal remodeling project would be helpful to the public. People have asked him “Didn’t the Airport just do a terminal remodel?” An article in the newspaper could explain the difference between the two terminals.

To help accomplish the goal of marketing the Airport, the services of Red House Media have been engaged to simplify the Airport’s website, present a consistent message and develop new artwork.

Chair Jacobson distributed a list of some ideas for goals.

## **REPORTS**

### **Airport Director**

#### **1. Enplanements – Discussion.**

December enplanements increased 42% over December 2016.

### **Consulting Engineer**

#### **1. GA Arrival/Departure Building Remodel – Discussion.**

The Ad Hoc Committee on the GA Arrival/Departure Terminal Remodeling Project would meet January 11.

Commissioner Czczok noted that at one time the owner of NorthPoint Aviation was planning on building his own hangar because of all the costs associated with a grant. Back then, the FBO had considered combining the FBO facility and arrival/departure

facility, but the Director stressed that the grant funds would have only funded public portions of that facility and no grant funds would have been available for FBO offices. The location of the antennae also impacted those original plans. NorthPoint could elect to build a facility adjacent to the arrival/departure building.

Commissioner Czczok asked about the status of the antennae location. Mead & Hunt was designing the arrival/departure building so the antennae would not be impacted.

## **2. Barnstormers – Update.**

The first Barnstormers meeting would be January 19. Fund raising had begun according to Mike Petersen. Commissioner Czczok asked Mr. Petersen what would be done with any leftover funds raised and was told that excess funds would be given to the Civil Air Patrol and Brainerd Community Action. Commissioner Czczok was interested in receiving a copy of the fund raising packet and Mr. Petersen promised to send the packet to all commissioners.

**OLD BUSINESS – None.**

**NEW BUSINESS – None.**

## **NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting.

## **ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:26 A.M.

Respectfully submitted,

Steven A. Wright, A.A.E.  
Airport Director

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