

BRAINERD LAKES REGIONAL AIRPORT COMMISSION
JUNE 5, 2014 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 Andy Larson.

Upon roll call, the following Commission members were noted present: Trudi Amundson; Rachel Reabe Nystrom; Andy Larson, Chair; Jeff Czczok; Gary Scheeler; and Don Jacobson, Vice Chair. Also present: Jeff Wig, Airport Manager; Bob Cohrs and Shawn McMahon, Consulting Engineers; and Raini Mohler, Airport Secretary.

Commission members noted absent: None.

REVIEW AND APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of May 1, 2014, with Financial Report of April 2014, as Distributed.

MOVED AND SECONDED BY JACOBSON AND CZECZOK, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS AS SUBMITTED.

Upon roll call, all members voted “aye.”

PUBLIC FORUM – Introductions.

RFQ’S FOR CONSULTING ENGINEERS – Approved moving forward.

The Manager felt that with the upcoming capital projects and the need to have a consulting firm on board to begin the projects in a timely manner, it would be better to begin the engineering consultant process sooner rather than later. The process needed to be completed before March 2015, but the Manager wanted to start the process in late summer.

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE COMMISSION MOVE FORWARD WITH THE CONSULTANT SELECTION PROCESS, ADVERTISE FOR RFQ’S AND HOPEFULLY HAVE A CONSULTANT FIRM SELECTED BY THE OCTOBER COMMISSION MEETING.

REPORTS

Airport Manager

1. Economic and Commercial Development Committee – Update.

The details of the local option sales tax for the City sewer/water needed to be worked out.

A sketch of an air park was presented and discussed.

2. VISA Card – Policy to be presented at July meeting.

Based on a recommendation from the auditors, the City Administrator suggested that the Commission have a credit card policy on file.

3. Smokey Bear Open House – June 14.

Consulting Engineer

1. Crack Seal Project – Approved engineering contract; authorized obtaining quotes.

Last year, two thirds of the necessary crack seal was completed and the final one third would be completed this summer. The estimated cost was approximately \$60,000.

The engineering contract for \$21,000 was discussed at length. It was explained how the cost was determined and it was noted that since this project was a federal project, rather than a State project like last year, there was more paperwork required to obtain a grant.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION ENTER INTO AN ENGINEERING AGREEMENT WITH SEH FOR THE CRACK SEAL PROJECT FOR A NOT-TO-EXCEED COST OF TWENTY-ONE THOUSAND DOLLARS (\$21,000).

Upon roll call, all members voted “aye,” except Commissioners Scheeler and Jacobson.

MOVED AND SECONDED BY CZECZOK AND NYSTROM, DULY CARRIED, THAT THE COMMISSION AUTHORIZE SEH TO OBTAIN QUOTES FOR THE CRACK SEAL PROJECT.

2. Sewer/Water – Update.

The timing of the project was discussed and it was confirmed that the fire marshal had been notified of the delayed start of the project due to the local option sales tax as the funding source not being voted upon until the November election.

OLD BUSINESS

1. Meeting Date – Remain on first Thursday.

MOVED AND SECONDED BY JACOBSON AND SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETINGS REMAIN ON THE FIRST THURSDAY OF THE MONTH UNTIL THE END OF THE YEAR.

NEW BUSINESS – None.

NEXT MEETING

It was confirmed that the July meeting would be July 3 and all commissioners present indicated that they would be able to attend.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND SCHEELER, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:28 A.M., TO THE TOUR OF THE AIRPORT FACILITY.

Respectfully submitted,

Jeff Wig
Airport Manager

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