

BRAINERD LAKES REGIONAL AIRPORT
JANUARY 3, 2019 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: Don Jacobson, Chair; Trudi Amundson, Jeff Czczok, Kevin Stunek, Paul Thiede and Staci Headley. Also present: Steve Wright, Airport Director; Michelle Baird, Project Manager; and Jennifer Knopik, Executive Assistant.

INTRODUCTION OF NEW COMMISSIONER

Staci Headley was introduced as the new Brainerd Lakes Regional Airport Commissioner, City Appointee.

APPOINTMENT OF OFFICERS

A. Chair – Don Jacobson, second term

NOMINATED, MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, TO ELECT DON JACOBSON AS THE CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

B. Vice-Chair – Jeff Czczok, first term

NOMINATED, MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, TO ELECT JEFF CZCZOK AS THE VICE-CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY CZCZOK AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the December 6, 2018, with Financial Report of November 2018, as distributed.

MOVED AND SECONDED BY CZCZOK AND THIEDE, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED.

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APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY AMUNDSON AND THIEDE, DULY CARRIED, THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

It was confirmed that the motion included all of the bills emailed.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

Discussion/Action – Approval of Lease and Use Agreement – SkyWest Airlines

MOVED AND SECONDED BY AMUNDSON AND STUNEK, DULY CARRIED, TO ACCEPT THE LEASE AGREEMENT WITH SKYWEST AIRLINES AND AUTHORIZE THE ADMINISTRATION TO OBTAIN THE PROPER SIGNATURES FOR DOCUMENTATION.

Discussion/Action – DBE Program – 49 CFR Part 26

MOVED AND SECONDED BY CZECZOK AND THIEDE, DULY CARRIED, TO APPROVE THE DBE PROGRAM LANGUAGE AND AUTHORIZE THE ADMINISTRATION TO OBTAIN PROPER SIGNATURES ON DOCUMENTATION.

Discussion/Action – 2019 Goals of the Airport Commission

Discussion ensued regarding Commission goals for 2019 and funding availability. The Airport Director will send goals to Commissioners to give feedback about possible goals for 2019. Finalization of goals will occur at next Commission meeting.

REPORTS

A. Airport Director

i. Director’s Report – Discussion

Commissioners received a verbal and written report from the Airport Director.

ii. Highway 210 Construction Update

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No update on Highway 210 construction.

B. Consulting Engineer

General Aviation Arrival/Departure Building – Update

Steve Poissant, Nor-Son Senior Superintendent, provided a construction update. Roofing has commenced and the project is running on time.

OLD BUSINESS – None

Chair Jacobson requested a Marketing Service update. The Airport Director stated the ads are still in development but coming soon. Commissioner Czczok requested of the Director to send MP3 format of radio ads to the Commission.

NEW BUSINESS – None

MOTION TO HAVE ALL COMMISSION PACKET MATERIALS EMAILED TO COMMISSIONERS INSTEAD OF POSTAL MAIL.

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 10:25 A.M.

Respectfully submitted,



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