

BRAINERD LAKES REGIONAL AIRPORT
FEBRUARY 14, 2019 MEETING MINUTES

Pursuant to due call and notice thereof, the rescheduled 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; Jeff Czeczok, Kevin Stunek, Paul Koering and Staci Headley. Also present: Steve Wright, Airport Director; Michelle Baird, Project Manager via conference call; and Jennifer Knopik, Executive Assistant. Not present: Trudi Amundson

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY KOERING AND CZECZOK, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE ADDITION FOR THE COMMISSION TO TOUR THE NEW GENERAL AVIATION TERMINAL CONSTRUCTION.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the January 3, 2018, with Financial Report of December 2018, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

After the Airport Director and Executive Assistant answered questions regarding the bills for this meeting, it was confirmed that the motion included all of the bills emailed. Chair Jacobson requested for the administration to acquire a second property insurance quote. The Director will look into a second quote for insurance, as premiums are increasing.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

Discussion/Action – Final 2019 Budget

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Discussion ensued regarding 2019 Budget.

MOVED AND SECONDED BY STUNEK AND HEADLEY, DULY CARRIED, TO APPROVE THE 2019 FINAL BUDGET.

Discussion/Action – Committee Assignments

MOVED AND SECONDED BY KOERING AND CZECZOK, DULY CARRIED, TO APPROVE THE COMMISSION COMMITTEE ASSIGNMENTS WITH THE 2018 COMMISSIONER SUCCESSOR TO FILL THE SAME COMMITTEE POSITIONS FOR 2019.

Discussion – Finalize 2019 Goals of the Airport Commission

Commissioners discussed goals for 2019. The Airport Director will make a list of suggestions to implement as goals.

Discussion/Action – Reschedule July Meeting

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO APPROVE RESCHEDULING THE JULY 2019 COMMISSION MEETING TO JULY 11, 2019 DUE TO THE JULY 4TH HOLIDAY.

Discussion/Action – Passenger Terminal Aircraft Display

EAA representative, Mike Petersen provided background information on the EAA's desire to hang a long-body airframe for display in the BRD Main Terminal. Hanging costs, insurance costs and clerestory engineering needs to be evaluated.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO RESEARCH COST AND ENGINEERING NEEDS TO HANG A DISPLAY AIRFRAME IN THE CLERESTORY OF MAIN TERMINAL BUILDING; ACTION POSTPONED UNTIL MARCH 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

i. Master Plan – Update

Michelle Baird commented that the Master Plan has been sent to the FAA to be approved.

ii. General Aviation Arrival/Departure Building – Update

Steve Poissant, Nor-Son Senior Superintendent, provided a construction update. The construction is slated to be complete April 1, 2019 and there have been minor changes in construction plans.

OLD BUSINESS – None

NEW BUSINESS – None

Chair Jacobson provided an update as a Leases Committee representative: the Committee is working with Wings on details of their lease and possible active reconstruction to begin during the summer season 2019.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:40 A.M. TO TOUR THE NEW CONSTRUCTION IN THE GENERAL AVIATION TERMINAL. NO COMMISSION ACTIONS TOOK PLACE AFTER ADJOURNMENT.

Respectfully submitted,



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