

BRAINERD LAKES REGIONAL AIRPORT
MARCH 7, 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; Jeff Czczok, Kevin Stunek, Paul Koering, Trudi Amundson, and Staci Headley. Also present: Steve Wright, Airport Director; Brett Barry, Project Architect; Mitchell Walker, Project Architect; Michelle Baird, Project Manager via conference call; and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the rescheduled Regular Meeting of the February 14, 2019, with Financial Report of January 2019, as distributed with the correction of removing the action of tabling the EAA Airframe agenda item. The Airframe agenda item was postponed until the following meeting.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY KOERING AND CZECZOK, 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

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Discussion – Restaurant Development Program

Discussion ensued regarding Wings Café development. The Airport will discuss renovation plans near lease renewal date. Wings Café will be able to occupy some open space after New GA Terminal is complete.

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

No update on Highway 210 construction. Commissioner Koering relayed that the County bid has not been let for this project yet.

B. Consulting Engineer

i. General Aviation Arrival/Departure Building – Update

Brett Barry, Project Architect from Mead & Hunt, provided the update they are pushing for completion. Completion is now scheduled for mid-April. Steve Poissant, Norson, stated the construction is approximately 60% complete. Painting will begin next week.

OLD BUSINESS – None

a. Airport Commission Goals

- a. Commissioner Czczok recommended adding a goal of decreasing the Airport reliance on local tax contributions from the City and County.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, TO MOVE TO ADOPT THE GOALS EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING AND FOR THE AIRPORT DIRECTOR TO PROVIDE THE COMMISSION WITH QUARTERLY UPDATES ON GOAL STATUS. Five in favor; one opposed.

b. Airline Terminal Aircraft Display

- a. MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO ALLOW EAA TO MOVE FORWARD WITH AIRFRAME REMODEL PROJECT, ONCE THE AIRPORT ADMINISTRATION GETS ENGINEERING CLEARANCE THAT THE AIRFRAME WILL BE ABLE TO BE HUNG AND DISPLAYED IN TERMINAL CLERESTORY.

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c. Radio Advertising discussion

Commissioners Czczok, Stunek and Amundson expressed dissatisfaction in the currently running radio advertisements citing not enough enthusiasm in the voiceover.

NEW BUSINESS – None

Chair Jacobson questioned the Director if there will be added insurance costs for the new terminal building. The Airport Director stated he is not expecting increased insurance costs for the building.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:25 A.M.

Respectfully submitted,



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