

BRAINERD LAKES REGIONAL AIRPORT
APRIL 4, 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 Czeczok, Vice Chair; Trudi Amundson, Kevin Stunek, Paul Koering, and Staci Headley. Also present: Steve Wright, Airport Director; Michelle Baird, Project Manager, and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

Chair Jacobson requested to add the Air Service Marketing Grant Agreement Resolution Discussion/Action under New Business, emailed to Commissioners prior to the meeting.

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE ADDITIONAL AIR SERVICE MARKETING GRANT RESOLUTION DISCUSSION/ACTION.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the March 7, 2019, with Financial Report of February 2019, as distributed. The following corrections were made to the Minutes: Edit text in the Reports – Consulting Engineer Update “Completion is now scheduled for mid-April.” and add Commissioners’ dissatisfaction with the current radio ads to Old Business as it was discussed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, 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.”

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PUBLIC FORUM

Introductions and Items Not on Agenda

Commissioner Amundson relayed the MN 99's will be painting "Brainerd Elev. 1232" on the ramp on May 10th for a visual cue for pilots flying over.

REPORTS

A. Airport Director

i. Director's Report – Discussion

Commissioners received a verbal and written report from the Airport Director. Commissioner Amundson noted the written Director's Report should be corrected under the Planning/Construction/Environmental Highlights bullet, that the ARFF/SRE building would be ineligible for federal funding.

ii. Highway 210 Construction Update

The Airport Director will be collaborating with the State Highway 210 Engineer to schedule an open, informational meeting in the next few weeks in the Airport Conference Room regarding the Highway 210 project specifics. Commissioner Czczok requested this to be posted as a Special Session Meeting for the Commissioners to attend.

B. Consulting Engineer

i. General Aviation Arrival/Departure Building – Update

Michelle Baird, Project Manager from Mead & Hunt, stated the final finishes are being installed for the interior of the building. The exterior and sidewalks cannot be completed until the bituminous plant opens for the season. Completion and opening to the public estimated to occur in May.

OLD BUSINESS – None

NEW BUSINESS

A. Discussion/Action – Air Service Marketing Grant Agreement 2020 Resolution

MOVED AND SECONDED BY AMUNDSON AND STUNEK, DULY CARRIED, TO APPROVE THE AIR SERVICE MARKETING GRANT AND FOR THE AIRPORT DIRECTOR AND CHAIR TO ACCEPT THE AGREEMENT WITH THE NECESSARY

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SIGNATURES FOR RESOLUTION.

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 10:00 A.M.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright".

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