

BRAINERD LAKES REGIONAL AIRPORT
MAY 3, 2018 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 Vice Chair Johnson.

Upon roll call, the following Commission members were noted present: Marty Johnson, Vice Chair; Trudi Amundson; Kevin Stunek; Jeff Czczok; and Paul Thiede. Also present: Steve Wright, Airport Director; Paul Strege, Consulting Engineer, Michelle Baird, Project Manager; and Raini Mohler, Airport Secretary.

Commission members noted absent: Don Jacobson, Chair.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

A. Approval of Minutes of the Regular Meeting of April 5, 2018, with Financial Report of March 2018, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY STUNЕК AND CHECZOK WITH QUESTIONS THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO THE COMMISSION PRIOR TO THE MEETING.

It was confirmed that the motion included all the bills emailed. The Airport Director answered questions regarding several of the bills regarding MALSR maintenance, runway flasher light maintenance, and the sponsorship of a local news station for marketing purposes.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions.

Airport Director

1. Director's Report – Discussion.

Commissioners received a written report from the Airport Director. The Annual Report for 2017 was also received by the Commissioners. The Airport Director will submit the report to both the City Administrator and the County Administrator. The Airport Director is willing to appear before both entities if requested.

Commissioner Thiede also noted the Director's appointment to serve as Vice Chair to the Minnesota Council of Airports during the annual Minnesota Airports Conference. The term for the Vice Chair position is a two-year term. The Airport Director further provided a summary of the Minnesota Airport Conference. Airports within Minnesota will need to overcome some financial changes since formulas changed between state and federal funding.

Consulting Engineer

1. Final Plans GA Arrival/Departure Building Remodeling Project – Discussion/Action

Michelle Baird of Mead & Hunt was present to request approval to advertise for bids based upon the final recommendations of the ad hoc design committee discussed during meeting of April 25, 2018. Committee members expected to review a final plan for full Commission approval at this meeting and did not receive a final plan. Those members of the Commission that were not on the ad hoc committee requested more information about the design considerations regarding the installation of a fire place versus an aquarium. Further details of the design were shared including the blending of the exterior finishes between the Airline Passenger Terminal Building and the remodeled General Aviation Arrival/Departure facility as well as the incorporation of architectural art of the Brainerd Lakes Region into the tilework of the new addition. Discussion ensued regarding the use of an ad hoc committee since all members of the Commission were not involved in the complete details of the design. Committee members acknowledged that there was a lot of time invested meetings going through the design process with end user input as well as professional architects and affirmed the validity of completing the design work through the committee process and bringing refined recommendations to the full Commission.

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MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO MOVE FORWARD WITH THE FINAL BIDS AND SPECIFICATIONS AND AUTHORIZE THEM FOR ADVERTISEMENT.

Upon roll call, all members voted, "aye"

2. Fuel Tank Relocation Project – Status.

The contractor was waiting to remove the underground fuel tanks until after the springtime road restrictions. It is anticipated that the tanks will be removed during the latter part of May. All of the fuel has been removed from the tanks.

3. Master Plan Update Project – Status.

Finalizations were being completed on the financial chapter due to several changes resulting from the joint meeting of the FAA, Mead & Hunt, and Airport Staff.

OLD BUSINESS - None

NEW BUSINESS

1. Professional Secretary Retirement– Discussion.

This being the last meeting of the Airport's Professional Secretary, Commissioner Johnson thanked Ms. Raini Mohler for her years of service to the Airport Commission and wished her well in her retirement. All other members of the Commission echoed Commissioner Johnson's sentiments.

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY THIEDE AND CZECZOK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:38 A.M., AND THAT THE COMMISSIONERS ENTER INTO CLOSED SESSION PURSUANT TO MN STATUTE 13D.05 SUBD3(A) TO DISCUSS THE DIRECTOR'S EVALUATION.

MOVED AND SECONDED BY THIEDE AND AMUNDSON, DULY CARRIED, THAT THE CLOSED COMMISSION MEETING ADJOURN AT 11:30 A.M. AND THAT THE COMMISSIONERS ENTER INTO AN OPEN MEETING.

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MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, THAT THE
COMMISSION MEETING ADJOURN AT 11:30 A.M.

Respectfully submitted,



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