

BRAINERD LAKES REGIONAL AIRPORT
JUNE 7, 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 Chair Jacobson.

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; Mitchell Walker, Project Manager, and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

A. Approval of Minutes of the Regular Meeting of May 3, 2018, with Financial Report of April 2018, as Distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON WITH QUESTIONS THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING.

It was confirmed that the motion included all of the bills contained in the revised copy provided. The Airport Director answered questions regarding several of the bills. Revisions had been made to originally emailed bill report. A final copy of revised bill report was distributed and explanation given.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

1. Introductions and Items Not on Agenda

Airport Director reported two billboard advertisements, created by Franklin Advertising, were now displayed on Highway 10, visible in both directions. Mike Peterson provided an update for the Young Eagles Program, Poker Run and the upcoming American Barnstormers event. Joe Birkemeyer, FBO Manager, reported the compass rose outside of the GA building had been repainted by volunteers.

Discussion – Summary of Director’s Evaluation

Commissioner Johnson summarized the results of the closed session of May 3, 2018 during which the Commission evaluated the performance of the Airport Director. Overall, the Commission continues to be pleased with the Director’s performance.

Discussion/Action – Award bid for the General Aviation Arrival/Departure Building

Mitch Walker, Project Manager, from Mead & Hunt presented a bid comparison and analysis of base bids and alternate bid items (ABI) 1, 2, and 3 from five general contractors for the General Aviation Arrival/Departure Building construction project. Explanation was given for the ABI bids upon Commissioner Thiede’s request. Commissioner Czczok questioned whether all bidders were contacted when the decision was made to cover existing roof instead of re-roofing the existing building, to which Mitch replied that the lowest 2 bidders were provided an explanation. Out of the 2 lowest bidders, Nor-Son, Inc. was chosen and awarded the bid contract total of \$1,754,120 in the following amounts: Base bid at \$1,658,500, Alternate bid item #1 \$6,450. Alternate bid item #2 \$19,650 and Alternate bid item #3 at \$69,520 subject to the receipt of Federal and State grant funding.

MOVED AND SECONDED BY JOHNSON AND THIEDE, DULY CARRIED, TO AWARD THE BASE BID AND ALTERNATE BID ITEMS 1, 2 AND 3 TO THE APPARENT LOW BIDDER, NOR-SON INC., IN THE AMOUNT OF \$1,754,120 SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING, AND TO APPROVE THE CHAIR AND THE AIRPORT DIRECTOR TO SIGN THE GRANT AGREEMENT FOR THE GENERAL AVIATION ARRIVAL/DEPARTURE BUILDING CONSTRUCTION.

Upon roll call, all members voted “aye.”

Airport Commission Minutes
June 7, 2018

Airport Director

1. Director's Report – Discussion

Commissioners received a verbal and written report from the Airport Director. The Airport Director thanked the Minnesota '99's for volunteering to repaint the airport compass rose in May.

Consulting Engineer

1. Fuel System Relocation Project - Update

Michelle Baird of Mead & Hunt provided an update that the final inspection had been scheduled on June 19, 2018 and all work has been completed.

2. Master Plan Update Project – Update

Baird updated the Commission that the Project was close to completion. The Airport Director added that the written plan has not yet been approved by the FAA but the layout plan has been approved.

OLD BUSINESS - None

NEW BUSINESS - None

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND JOHNSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:35 A.M.

Respectfully submitted,

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