

BRAINERD LAKES REGIONAL AIRPORT  
JULY 5, 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: Don Jacobson, Chair; Marty Johnson, Vice Chair; Trudi Amundson; Kevin Stunek; Jeff Czczok; and Paul Thiede. Also present: Steve Wright, Airport Director; Paul Strege, Consulting Engineer, and Jennifer Knopik, Executive Assistant.

**APPROVAL OF AGENDA – Approved.**

An additional item added to the agenda will be under 10. New Business titled Lease Agreement Change.

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of June 7, 2018, with Financial Report of May 2018, as Distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

Clarification was given for a hangar door repair upon Commissioner Czczok's question.

MOVED AND SECONDED BY CZECZOK AND STUNEK 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**

**1. Introductions and Items Not on Agenda**

Mike Peterson invited all present to attend the 2018 American Barnstormers event occurring July 15-17.

**Discussion/Action – 2019 Preliminary Budget**

The Airport Director presented the 2019 Preliminary Budget for discussion. Some expenses historically categorized under Supplies in the budget will now be budgeted for under Professional Services to track all service/repairs at the airport. Salaries had increased 2.5% for all positions to account for cost of living. Hangar Rental prices are increasing by 2.1% due to the annual Consumer Price Index calculation. Computer support is increased for updated computer technology and Telephone is increased for mobile support for AARF operations. Questions were answered accordingly. Chair Jacobson noted revenue from other governments is not increasing and overall 2.24% increase for total budget.

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, TO APPROVE THE PRELIMINARY BUDGET FOR 2019.

**Airport Director**

**1. Director’s Report – Discussion**

Commissioners received a verbal and written report from the Airport Director. Congratulations to the Barnstormers parade float designers and sponsors for this year’s best float award in the Brainerd parade.

**Consulting Engineer**

**1. Fuel System Relocation Project - Update**

Paul Strege of Mead & Hunt provided an update that the final inspection and all work has been completed. The Airport Director said everything passed the final inspection except the valves installed on the new fuel tanks. The rubber valves need to be replaced by the company that had installed them to ensure they don’t disintegrate.

**2. General Aviation Arrival/Departure Building – Update**

Paul Strege said grants should come through near September and nothing impeding the progress of the GA Building construction.

**3. Master Plan Update Project – Update**

FAA had comments on Master Plan that forecast is a concern, they requested Cuyuna Lakes Trail protection zone information, and minor questions about plan. Communication with FAA has been going well. Paul Strege offered to send a summary of Master Plan progress.

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Commissioner Amundson asked if the Marketing work had gone to bid. The Marketing campaign will be underway soon but it had not been sent out to bid yet.

**OLD BUSINESS – None**

**NEW BUSINESS – Amendment to Lease Agreement between Brainerd Lakes Regional Airport and Critical Care Services, Inc. dba Life Link III**

Life Link III is requesting a self-service fuel tank installation at their Brainerd base. Commissioner Czczok requested an amendment to the report that the \$.07 fuel sales revenue be recorded.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION APPROVE THE AMENDMENT TO DRAFT THE LIFE LINK III LEASE AMENDMENT INCLUDING THE FIVE CONDITIONS STATED IN THE REPORT. JOHNSON ABSTAINED. MOTION CARRIED.

**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION RECESS THROUGH THE AMERICAN BARNSTORMERS EVENT TO ADJOURN AFTER THE AMERICAN BARNSTORMER EVENT HANGAR PARTY ON JULY 17 AT.

Respectfully submitted,

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