

BRAINERD LAKES REGIONAL AIRPORT  
AUGUST 2, 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; Trudi Amundson; Jeff Czczok; and Paul Thiede. Also present: Steve Wright, Airport Director; Michelle Baird, Project Manager, and Jennifer Knopik, Executive Assistant.

**APPROVAL OF AGENDA – Approved.**

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes of the Regular Meeting of July 5, 2018, with Financial Report of June 2018, as distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

The Airport Director presented two bills, received August 2, for Commission approval to pay in addition to the bills emailed prior to the meeting.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS.

It was confirmed that the motion included all of the bills emailed and presented at the meeting.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM**

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

**Discussion – Order Requesting Proposals – Essential Air Service**

The Airport Director summarized the renewal of Essential Air Service Proposal. This would propose the same route schedule for commercial flights. The agreement would begin 2/1/2019 and be an agreement with the airline and MNDOT. Informational only.

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**Discussion/Action – Final Approval – Life Link III Refueling Amendment**

The Commission continued discussion regarding an amendment permitting Life Link III to construct and maintain a self-refueling system for the sole purposes of refueling Life Link III aircraft. Commissioners requested representation from both Life Link III and North Point Aviation prior to the determination of a final resolution.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, TO TABLE FINAL APPROVAL OF THE AMENDMENT UNTIL THE NEXT COMMISSION MEETING.

**Discussion/Action – Forthcoming Airport Improvement Program Grant**

The FAA has released the snow equipment acquisition and Arrival Departure building funding grant for Brainerd Lakes Regional Airport. Grant paperwork is in process and expected to be sent soon. Commissioner Thiede clarified the amounts originally bid for the projects did not change.

MOVED TO AUTHORIZE THE COMMISSION CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR TO ENTER INTO A GRANT AGREEMENT WITH THE STATE OF MN AND FEDERAL AVIATION ADMINISTRATION, AND ALSO TO EXECUTE THE APPROPRIATE CONSTRUCTION DOCUMENTS WITH NORSON, INC. FOR THE CONSTRUCTION OF THE ARRIVAL DEPARTURE BUILDING AFTER THE GRANT IS SIGNED. MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED.

**Airport Director**

**1. Director's Report – Discussion**

Commissioners received a verbal and written report from the Airport Director. Director Wright requested a report from Mike Petersen regarding the American Barnstormers Tour. Mr. Petersen described a great event with good support from local volunteers. Commissioners acknowledged the efforts of Mr. Petersen and extended their gratitude for his dedication to a safe event enjoyed by all.

Commissioner Paul Thiede removed himself from the meeting at 10:40am.

**Consulting Engineer**

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

Michelle Baird of Mead & Hunt provided an update the contractor only needs to clean the new gas tank and we can close out this project. Joe Birkemeyer from North Point Aviation said they also need to fix the gauges on the tanks; the gauge marker sticks.

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

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Baird is waiting for grant to be executed. The pre-construction meeting will be scheduled soon also. Expecting after Labor Day start.

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

Final Draft and ALP submitted to FAA July 2. Evan can give the final summary of the Master Plan at a future commission meeting.

**OLD BUSINESS – None**

**NEW BUSINESS – None**

Birkemeyer had 38 amphibian planes visit the airport after the Barnstormers event. ICON aircraft has been active at the airport and providing rides for interested parties.

**NEXT MEETING**

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

**ADJOURNMENT**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:30AM.

Respectfully submitted,



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