

BRAINERD LAKES REGIONAL AIRPORT  
SEPTEMBER 6, 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, Kevin Stunek and Paul Thiede. Also present: Steve Wright, Airport Director; Matthew Dubbe, Project Manager, Michelle Baird, 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.**

Approval of Minutes of the Regular Meeting of August 2, 2018, with Financial Report of July 2018, as distributed.

Commissioner Czczok requested an edit of the August 2, 2018 minutes to include the time that Commissioner Thiede excused himself from the meeting, indicating it was following all actions by the Commission.

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED INCLUDING THE EXCUSAL TIME OF COMMISSIONER THIEDE.

**APPROVAL TO PAY BILLS – Approved.**

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**

**Airport Commission Minutes  
September 6, 2018**

MOVED AND SECONDED BY CZECZOK AND AMUNDSON, DULY CARRIED, TO SEND A LETTER OF SUPPORT FOR SKYWEST AIRLINES ESSENTIAL AIR SERVICE AND AUTHORIZE THE DIRECTOR AND THE CHAIR TO SIGN ALL DOCUMENTS NECESSARY.

**Airport Director**

**1. Director's Report – Discussion**

Commissioners received a verbal and written report from the Airport Director.

**Consulting Engineer**

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

Matthew Dubbe and Michelle Baird from Mead & Hunt reported Monday, September 24 will be the start date for the construction to begin. Federal grant had been received in August. State grant has not been received.

**2. Master Plan Update Project – Update**

Final Draft and ALP submitted to FAA July 2. Currently waiting for approval.

**OLD BUSINESS – None**

FBO gas tank gauges are still not repaired on new AvFuel tanks. Joe Birkemeyer from North Point Aviation stated tanks will be cleaned and the company will be approached to change gauges.

Staff has yet to receive final paperwork from the State Fire Marshall's office after the installation of the sewer/water system. The system continues to work well.

**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 CZECZOK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING RECESS TO THE GENERAL AVIATION TERMINAL GROUND BREAKING CEREMONY AND ADJOURN FOLLOWING CEREMONY.