

BRAINERD LAKES REGIONAL AIRPORT
OCTOBER 4, 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, Marty Johnson, Jeff Czczok, Kevin Stunek 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 JOHNSON, DULY CARRIED, THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of September 6, 2018, with Financial Report of August 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 THIEDE, DULY CARRIED, 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

Introductions and Items Not on Agenda

Discussion – 2017 Financial Reports

The Commission discussed the 2017 Comprehensive Budget Report emailed to the Commissioners prior to the meeting. Commissioner Thiede questioned what the Capital Improvement Plan Reserved funds amounted to. The Airport Director explained the Operational Capital Improvement Plan Reserve of the Airport is approximately \$1 million, equating the estimated airport expenses for one year. Chair Jacobson requested the Comprehensive Budget

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Report be discussed annually by the Commission when the City of Brainerd distributes it.

Airport Director

Director's Report – Discussion

Commissioners received a verbal and written report from the Airport Director. Verbal report included a briefing on the 2018 Live Emergency Exercise. Chair Jacobson requested a report on Highway 210 construction at future meetings. NorthPoint Aviation confirmed the AvFuel tank gauges are still not operational.

MOTION AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO ADD AVIATION FUEL TANK GAUGE REPAIR TO THE NEXT AGENDA.

Consulting Engineer

1. General Aviation Arrival/Departure Building – Update

Michelle Baird from Mead & Hunt reported GA building construction began this week with no anticipated interruption of airport business.

2. Master Plan Update Project – Update

FAA has communicated that final approval should be sent by the end of October.

OLD BUSINESS – None

Discussion ensued regarding the decision to select Strateligent for creative media services.

MOVED AND SECONDED BY THEIDE AND AMUNDSON, DULY CARRIED, TO APPROVE THE RECOMMENDATION OF THE MARKETING COMMITTEE AND FOR THE AIRPORT DIRECTOR TO NEGOTIATE A CONTRACT WITH THE SELECTED BIDDER FOR CREATIVE SERVICES AND MARKETING, STRATELIGENT. THE CONTRACT WILL INCLUDE AN OPT-OUT CLAUSE FOR BOTH PARTIES.

NEW BUSINESS – None

NEXT MEETING

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

ADJOURNMENT

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MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:22 A.M.

Respectfully submitted,



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