

BRAINERD LAKES REGIONAL AIRPORT
NOVEMBER 1, 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, Brett Barry, Project Architect; 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 October 4, 2018, with Financial Report of September 2018, as distributed.

Chair Jacobson requested a correction of the October 4 meeting minutes to replace the name Johnson with Jacobson at the bottom of Page 1.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED WITH THE CONDITION OF THE CORRECTION ON THE BOTTOM OF PAGE 1, CHANGE JOHNSON TO JACOBSON.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JOHNSON AND AMUNDSON, 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.”

Airport Commission Minutes
November 1, 2018
PUBLIC FORUM

Introductions and Items Not on Agenda

Discussion/Action – Marketing and Creative Services Agreement

Brainerd Lakes Regional Airport drafted an agreement with Strateligent/Red House Media for Marketing and Creative Services. Discussion about Contract specifics ensued.

MOVED AND SECONDED BY JOHNSON AND CZECZOK, DULY CARRIED, TO ACCEPT THE AGREEMENT LANGUAGE IF DISCUSSED CHANGES ARE MADE TO CONTRACT AND ACCOMPANYING EXHIBIT. Changes to contract agreement shall be: clarify language in Section 3 [3], a 30 day notice for either party to withdraw from contract if unsatisfied only; remove “after the annual review” from Section 5 [2]. Changes to Annual Communication Plan Budget Exhibit B shall be to remove all named vendors on both sides of Exhibit B (2019 and 2020).

Discussion – Aviation Gasoline Fuel Tank Gauges

Fuel gauges are repaired and working.

Airport Director

Director’s Report – Discussion

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

Consulting Engineer

1. General Aviation Arrival/Departure Building – Update

Michelle Baird from Mead & Hunt reported the foundations, walls and steel should be up next week and the project is being constructed on time. The darker color of carpet was selected by commissioners unanimously for the building upon presentation by Brett Barry from Mead & Hunt.

MOVED AND SECONDED BY AMUNDSON AND JOHNSON, DULY CARRIED, TO ACCEPT GENERAL AVIATION TERMINAL DESIGN TO INCLUDE THE DARKER COLOR OF CARPET PRESENTED BY MEAD & HUNT.

2. Master Plan Update Project – Update

FAA will have comments submitted to Mead & Hunt by the end of the day today. Evan Barrett, from Mead & Hunt, will present the final Master Plan Project summary in December.

Airport Commission Minutes
November 1, 2018
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 CZECZOK AND THIEDE, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:29 A.M.

Respectfully submitted,



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