

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 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; Michelle Baird, Project Manager; Evan Barrett, Project Manager; Paul Strege, Consulting Engineer; and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the November 1, 2018, with Financial Report of October 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/Action – Authorization for Airport Director to pay year-end bills if applicable.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK, DULY CARRIED, TO AUTHORIZE THE AIRPORT DIRECTOR TO APPROVE YEAR-END BILLS TO BE PAID.

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Discussion/Action – Continued Authorization for Airport Director to pay time-sensitive bills prior to Commission meetings.

MOVED AND SECONDED BY STUNEK AND CZECZOK, DULY CARRIED, TO CONTINUE THE EXISTING AUTHORIZATION FOR THE AIRPORT DIRECTOR TO PAY TIME-SENSITIVE BILLS PRIOR TO COMMISSION MEETINGS.

Discussion/Action – Assignment of Lease – Whiting to Spalj

MOVED AND SECONDED BY THIEDE AND AMUNDSON, DULY CARRIED, TO ALLOW THE ASSIGNMENT OF WHITING LEASE TO CHANGE FROM JIM WHITING TO JR SPALJ.

MOVED AND SECONDED BY THIEDE AND STUNEK, DULY CARRIED, TO REQUIRE AIRPORT ADMINISTRATION TO DEVELOP AIRPORT LEASE POLICIES TO DICTATE FUTURE ACTIONS WITHIN 6 MONTHS TIME FOR COMMISSION REVIEW.

Discussion/Action – DBE Program – 49 CFR Part 26

MOVED AND SECONDED BY THIEDE AND CZECZOK, DULY CARRIED, TO DELAY ACTION ON THE DBE PROGRAM UNTIL THE JANUARY 2019 COMMISSION MEETING, UNTIL FURTHER CORRECTIONS ARE MADE TO THE PROVIDED DOCUMENT.

Discussion – Final Master Plan Report

Discussion led by Evan Barrett, Project Manager, from Mead & Hunt to conclude the Final Master Plan Report.

Airport Director

i. Director’s Report – Discussion

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

ii. Highway 210 Construction Update

Consulting Engineer

1. General Aviation Arrival/Departure Building – Update

OLD BUSINESS – None

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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 10:25 A.M.

Respectfully submitted,



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