

BRAINERD LAKES REGIONAL AIRPORT
JANUARY 7, 2021 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 Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Don Jacobson, Vice-Chair; Kevin Stunek, Paul Koering via Webex, Keith Riedel, and Dave Albers. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; and Jennifer Knopik, Executive Assistant.

APPOINTMENT OF OFFICERS

A. Chair – Jeff Czeczok, second term

NOMINATED, MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, TO RE-ELECT JEFF CZECZOK AS THE CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

Upon roll call, all members present voted “aye”.

B. Vice-Chair – Don Jacobson, first term

NOMINATED, MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO ELECT DON JACOBSON AS THE VICE-CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

Upon roll call, all members present voted “aye”.

APPROVAL OF AGENDA – Approved.

Chair Czeczok requested to add Commission Committee assignments to the January agenda under Old Business.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE ADDITION OF MOVING THE COMMISSION COMMITTEE ASSIGNMENTS TO THE JANUARY AGENDA UNDER OLD BUSINESS.

Upon roll call, all members present voted “aye”.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of December 3, 2020, with Financial Report of November 2020, as distributed.

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MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED.

Upon roll call, all members present voted “aye”.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL BE APPROVED.

It was confirmed that the motion included all bills distributed at the meeting and emailed to the Commissioners.

Upon roll call, five members present voted “aye”; one member voted “nay”.

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

A. Airport Director

i. Director’s Report – Discussion

The Director presented a written and verbal report to the Commission. Items presented included an explanation for the low November/December enplanements due to the afternoon departure time being pushed back two hours to approximately 4:50pm, not allowing passengers to connect to other departures at MSP.

B. Consulting Engineer

Michelle Baird reported the CARES Act remaining \$14 million will be approved based on bids of contractors. Mead and Hunt is currently gathering information and bids. Specifics will be presented to Commissioners at a later date.

OLD BUSINESS

Discussion/Action – Restaurant Lease Agreement and Development Request for Proposal

Commissioner Czeczok inquired if this is discussion/action to approve the new lease for Wings Cafe. The Director commented, no, he and the Café owner, Mark Nesheim, are still negotiating a new lease. Commissioner Albers suggested adding the cost threshold to the RFP. Commissioner Jacobson suggested detailing the RFP down to equipment to be installed also. The Director

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commented the equipment purchase and lease terms are still being negotiated with Wings Café.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO BRING THE WINGS CAFÉ LEASE DISCUSSION TO THE LEASES COMMITTEE BY THE NEXT COMMISSION MEETING AND APPROVE FOR ADMINISTRATION TO PUBLISH THE RESTAURANT DESIGN-BUILD REQUEST FOR PROPOSAL.

Upon roll call, all members present voted “aye”.

Discussion – Commission Committee Assignments

The Executive Assistant will replace the retired Commissioners with the new Commissioners in their respective committees and email the list to the Commission.

NEW BUSINESS

Discussion/Action –ARFF Vehicle Change Order #1

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION ACCEPT AND APPROVE THE ARFF VEHICLE CHANGE ORDER #1 IN THE AMOUNT OF \$2,389.00 ALLOWING NECESSARY CHAIR AND DIRECTOR SIGNATURES.

Upon roll call, all members present voted “aye”.

Discussion/Action – Mead & Hunt Task Orders 2021-1 CARES Act SRE Building Final Design Services, 2021-2 CARES Act Water/Sewer Extension Design and Bid Services, 2021-3 Industrial Stormwater Pollution Prevention Plan and Permit Approval

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION ACCEPT THE MEAD & HUNT TASK ORDER 2021-1 CARES ACT SRE BUILDING FINAL DESIGN SERVICES; ACCEPT TASK ORDER 2021-2 CARES ACT WATER/SEWER EXTENSION DESIGN AND BID SERVICES CONTINGENT ON THE INDEPENDENT FEE ESTIMATE FOR THE PROJECT; AND TO ACCEPT AND APPROVE TASK ORDER 2021-3 INDUSTRIAL STORMWATER POLLUTION PREVENTION PLAN AND PERMIT ALLOWING NECESSARY CHAIR AND DIRECTOR SIGNATURES.

Upon roll call, all members present voted “aye”.

Discussion – 2021 Creative Services Request for Proposal

Discussion ensued regarding the Request for Proposal (RFP) opportunity for the Airport Creative Services contract in 2021. The Public Relations/Marketing Committee will meet prior to the next Commission meeting to develop the 2021 Creative Services contract and RFP.

Chair Czeczok welcomed new Commissioner Dave Albers.

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NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on February 4, 2021.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN, AT 10:55 INTO CLOSED SESSION FOR THE UNION LABOR NEGOTIATION.

Upon roll call, all members present voted "aye".

Respectfully submitted,



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