

BRAINERD LAKES REGIONAL AIRPORT  
FEBRUARY 4, 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 Czczok.

Upon roll call, the following Commission members were noted present: Jeff Czczok, 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 via WebEx; and Jennifer Knopik, Executive Assistant.

**APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE AGENDA BE APPROVED.

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of January 7, 2021, with Financial Report of December 2020, as distributed.

MOVED AND SECONDED BY RIEDEL AND JACOBSON, 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 VIA EMAIL BE APPROVED.

It was confirmed that the motion included all bills emailed to the Commissioners.

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

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

Vice-Chair Jacobson inquired about the CARES Act capital project planning update. The Airport Director gave the update that the plan is still set to be approved by the FAA but they are waiting.

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He also reported Sun Country Airlines is now advertising “flights out of Brainerd” connecting to MSP with a charter bus, then flying to a Sun Country destination from there. There has been no contact yet with a Sun Country representative, and terminal rents and fees still need to be negotiated. Commissioner Albers asked if there was a plan to operate flights from BRD in 2021. The Director said no. Commissioner Koering supported the shuttle service for the community. Commissioner Riedel asked what other responsibilities will come to the airport with the shuttle service. The Director said we will have to provide parking space for the passengers, which would max out our parking areas, and terminal space, which should result in a per passenger fee and terminal fees paid to the airport to expand parking in the future. Commissioner Stunek requested to add this item to future agendas.

**REPORTS**

**A. Airport Director**

**i. 2020 Annual Report**

The Commission received a written 2020 annual report via email.

**ii. Director’s Report – Discussion**

The Director presented a written and verbal report to the Commission.

**B. Consulting Engineer**

Michelle Baird reported receiving ARFF/SRE and water/sewer extension bids-in-hand, anticipating compiling everything to get to the FAA for approval soon. They are also working on the Runway 34 repair design.

**OLD BUSINESS**

**Discussion – Restaurant Development Update**

The Airport Director gave a short recap of the Leases Committee meeting regarding their most recent restaurant development meeting on Wednesday, January 20. The remodel project is at the forefront of restaurant development with a RFP advertised for Design-Build construction contractors. After the RFP, the Commission can react to the costs to negotiate a new lease with Wings Café. Vice-Chair Jacobson recommended funding the renovation with airport funds and then negotiate the lease.

**Discussion – 2021 Marketing & Creative Service**

The Marketing Committee met on Monday, February 1 and consensus was to move forward with the RFI.

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**Discussion/Action – Independent Flight Instructor Permit**

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED TO AUTHORIZE THE AIRPORT DIRECTOR TO ISSUE ANNUAL FLIGHT INSTRUCTION PERMITS FOR \$3,000 CONTINGENT WITH A HANGAR LEASE AND \$7,600 WITHOUT A HANGAR LEASE, ADJUSTED ANNUALLY BY CONSUMER PRICE INDEX CHANGES.

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

**Discussion/Action – Airshow Agreement – Stardust Carshows**

No motion made due to poor timing coming out of national pandemic, event administration concerns and cost concerns.

**NEW BUSINESS**

**Discussion/Action – 2021 Adjusted Budget**

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED TO APPROVE THE 2021 ADJUSTED BUDGET.

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

**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 ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN, AT 10:55 INTO CLOSED SESSION FOR THE UNION LABOR NEGOTIATION, TO REOPEN AFTER CLOSED SESSION TO ADJOURN.

The Commission entered into closed session at 10:27 a.m. to consider its strategy for labor negotiations relating to the expiration of an agreement between the Commission and the International Union of Operating Engineers, Local 49, and the entrance into a new agreement for a three-year term effective January 1, 2021.

Comparative changes from the current agreement to the new agreement included: (1) correcting a typographical error from the previous contract regarding paid time off for holidays, (2) increasing the boot allowance reimbursement to \$150.00, (3) correcting the life insurance amount to the standard amount provided to other municipal employees within the City of Brainerd system, (4) Amend the dues deduction language in accordance with the Janus ruling,

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(5) Adding disciplinary language into the represented agreement in order to define employee performance standards and enforced through a defined disciplinary program, (6) Establishing an agreement to make every effort to evaluate and determine the feasibility of a pay-for-performance type system during the term of agreement, and (7) Inserts a defined job description in order to serve as a basis for Airport Director/Employee periodic reviews.

The Chair and the Airport Director recommended that a pay-for-performance system desired by the Commission will take a longer term to define. Commissioners highly encouraged the development of a pay-for-performance system prior to the end of the year in order to prepare for the next contract round and suggested the Airport Director prepare a draft program prior to year's end.

MOVED AND SECONDED BY JACOBSON AND REIDEL TO ACCEPT THE LABOR AGREEMENT WITH THE RECOMMENDED CHANGES.

Upon roll call Commissioners voting "aye" included Albers, Czczok, Jacobson, Riedel, Stunek. Commissioners voting "nay" included Koering. Motion carried

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO ADJOURN THE CLOSED SESSION AND REOPEN THE MEETING TO THE PUBLIC.

Chair Czczok provided a brief summary of the actions taken during the closed session as described previously herein.

The meeting adjourned at 11:55 a.m.

Respectfully submitted,



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