

BRAINERD LAKES REGIONAL AIRPORT
MARCH 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 Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Don Jacobson, Vice-Chair; Kevin Stunek, Paul Koering via Webex. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; Mitchell Walker, Program Manager via WebEx; and Jennifer Knopik, Executive Assistant. Not present: Keith Riedel, and Dave Albers.

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 February 4, 2021, with Financial Report of January 2021, as distributed.

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.

COMMISSIONERS REVIEWED ALL BILLS TO BE APPROVED, DISTRIBUTED TO THE COMMISSIONERS VIA EMAIL PRIOR TO THE MEETING.

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

Upon roll call, all members present voted “aye” to approve to pay the bills.

PUBLIC FORUM

Introductions and Items Not on Agenda

Joe Birkemeyer from NorthPoint Aviation requested to add the Maintenance Hangar mezzanine addition to the April meeting agenda.

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REPORTS

A. Airport Director

i. Director's Report – Discussion

The Director presented a written and verbal report to the Commission. Chair Czeczok asked why the 2020 Part 139 physical inspection is still on the list. The Airport Director said it has not yet been completed by the FAA.

B. Consulting Engineer

Michelle Baird reported the ARFF truck is due to be delivered in September 2021. The runway 16-34 repair timeline was discussed, and consensus was to have the contractor begin the repair, which will intermittently shut down portions of the runway, after Labor Day to avoid deterring late summer traffic. Commissioner Jacobson asked for clarification of eligible/ineligible items on the ARFF/SRE diagram. Michelle clarified the FAA requires a diagram of funding eligible and ineligible items on a plan set; all remaining ineligible items are 100% CARES Act grant-funded. Chair Czeczok asked what revenue-making ventures are coming from all of the new projects. The Director responded we will have additional hangar space and tenant space opening in the existing ARFF/SRE facilities, cold storage and large tenant hangars to lease.

OLD BUSINESS

Discussion/Action – Design/Build Contractor Selection

Mark Korte, Nor-Son Director of Business Development, discussed their proposal with the Commission, as the sole contractor that submitted a proposal, to execute the Restaurant Design/Build Project.

MOVED AND SECONDED BY JACOBSON AND STUNEK TO AUTHORIZE THE COMMISSION TO ENTER INTO AN AGREEMENT FOR A FEASIBILITY STUDY WITH NOR-SON CONSTRUCTION, IN THE AMOUNT NOT-TO-EXCEED \$7,000, TO THEN BE BROUGHT BACK TO THE APRIL COMMISSION MEETING FOR DISCUSSION/ACTION.

Discussion – Sun Country flight/shuttle service

David Sunde, Landline CEO, presented Landline shuttle service in partnership with Sun Country Airlines. The Landline/Sun Country partnership is proposed to have 4 arrivals/departures from BRD and will expect to pay a per passenger fee and small rental space fee to the airport to operate there. No additional insurance costs for the airport are expected.

NEW BUSINESS

Discussion/Action – Mead & Hunt Task Order 2021-4 Two (2) Proposed Hangars

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MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED TO APPROVE THE MEAD & HUNT TASK ORDER 2021-4 TWO (2) PROPOSED HANGARS, CONTINGENT ON THE INDEPENDENT FEE ESTIMATE.

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

Discussion/Action – Strategic Plan Review and 2021 Goals

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO TABLE THE 2021 GOALS DISCUSSION TO THE APRIL COMMISSION MEETING.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on April 1, 2021.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:15 AM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a stylized flourish at the end.

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

