

BRAINERD LAKES REGIONAL AIRPORT
APRIL 1, 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, Dave Albers and Keith Riedel. Also present: Steve Wright, Airport Director; Rachel Usher, Program Architect, Michelle Baird, Program Manager; Mitchell Walker, Program Manager via Webex.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY STUNEK AND JACOBSON, 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 March 4, 2021, with Financial Report of February 2021, as distributed.

MOVED AND SECONDED BY JACOBSON AND ALBERS, 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 STUNEK AND ALBERS, DULY CARRIED, THAT ALL BILLS EMAILED TO COMMISSIONERS PRIOR TO THE MEETING BE APPROVED TO PAY.

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

REPORTS

A. Airport Director

i. Director's Report – Discussion

The Director presented a written and verbal report to the Commission. The Director reported General Aviation fuel sales are up and we are currently in another growth period. Chair Czczok asked if vaccines might be required on airlines; the Director had not heard that will be the case. Commissioner Jacobson asked if the existing ARFF maintenance bays could be remodeled to house aircraft; the Director has explored that idea with Mead & Hunt and it was determined to be too expensive to remodel the existing facility to hangar space; it will be best used as a ground service equipment/vehicle storage and there are tenants interested in renting the space. Jacobson asked where the Deputy Director hiring is at and requested the updated position descriptions of the Director and Deputy Director; the Director stated his description will not change, his area of concentration will but he is still supervisor of all staff, including the Deputy Director; he will email out the Deputy description shared with the Commission last Fall and the Director's position descriptions; He is monitoring the job applications coming in. Commissioner Albers asked about the Hwy 169 billboard status/replacement; the Director stated our Marketing team, Strateligent, is authorized to go ahead and is getting that going now.

B. Consulting Engineer

Michelle Baird reported the primary entitlement grant for 2022 application will be submitted by May 1. This entitlement grant will be 100% federally funded. The completion of 16-34 pavement rehab project bids will be brought to the May Commission meeting, then submitted to the FAA for approval; the Mead & Hunt construction administrative task order, runway 5-23 pavement and entrance road design task order will be brought to the May meeting also. The FAA is allowing an amendment for the CARES Act grant for engineering/admin/preliminary costs for upcoming CIP projects.

OLD BUSINESS

Discussion/Action – 60% Design Review – ARFF/SRE Building

Mead & Hunt presented the 60% Design Plan for the ARFF/SRE Building. The next step will be drafting details for the contractors for construction.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO APPROVE THE 60% ARFF/SRE BUILDING DESIGN PRESENTED BY MEAD & HUNT.

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

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Discussion – Landline Company Shuttle Service

The Director has not received a signed agreement back from Landline at this time. This item was postponed for discussion in a to-be-scheduled Leases Committee meeting during the month of April.

Discussion – Design/Building Process Milestone 1 – Café Remodel

The Director stated the total estimate, upon Milestone 1, for a fully remodeled café would be \$816,485.00 from Nor-Son Construction. Items that increased this cost were: material shortages, kitchen equipment scope cost doubled, the kitchen will need to be sprinkled which is currently not installed and exterior work. Commissioner Jacobson suggested discussion during the upcoming Leases Committee meeting due to the increase in cost. The next step is finalizing the plans for an additional \$30,000.00 through Nor-Son.

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, THAT THE COMMISSION MOVE FORWARD WITH THE PLAN FINALIZATION WITH NOR-SON CONSTRUCTION FOR AN AMOUNT NOT-TO-EXCEED \$30,000.00.

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

Discussion – Strategic Planning and Draft Airport Business Plan

The Director provided a draft Airport Business Plan to the Commission via email. Chair Czczok requested revisiting the Business Plan every 2-3 months.

NEW BUSINESS

Discussion/Action – State Fiscal Year 2022 Air Service Marketing Grant

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION ACCEPT THE 2022 AIR SERVICE MARKETING GRANT AGREEMENT IN THE AMOUNT OF \$48,689.00 AND AUTHORIZE THE COMMISSION CHAIR AND ADMINISTRATION TO EXECUTE DOCUMENTS TO IMPLEMENT THIS GRANT AGREEMENT.

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 May 6, 2021.

ADJOURNMENT

MOVED AND SECONDED BY ALBERS AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:00 AM.

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

Respectfully submitted,



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