

BRAINERD LAKES REGIONAL AIRPORT  
MAY 6, 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, Dave Albers and Keith Riedel. Also present: Steve Wright, Airport Director, Michelle Baird, Mead & Hunt Program Manager.

**APPROVAL OF AGENDA – Approved.**

The Airport Director added an item Airport Promotional Video – Mask Mandate, discussion/action, as item a. under Old Business.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE ADDED OLD BUSINESS ITEM OF AIRPORT PROMOTIONAL VIDEO – MASK MANDATE.

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

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of April 1, 2021, with Financial Report of March 2021, as distributed.

MOVED AND SECONDED BY JACOBSON AND KOERING, 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.

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

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

**REPORTS**

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**A. Airport Director**

**i. Director's Report – Discussion**

The Director presented a written and verbal report to the Commission. Vice-Chair Jacobson inquired about the solar array project. The Airport Director said Brainerd Public Utilities is working with the contractor to meet all FAA, environmental and obstruction procedures to move forward. Chair Czczok noted the ADA program Audioeye has not yet fixed the accessibility issues with the Airport website. He will contact Strateligent to let them know.

**B. Consulting Engineer**

Michelle Baird reported the final documents for the CARES Act Grant Engineering Costs Amendment have been submitted to the FAA. Bids in hand for CARES Act projects to be brought forward for Commission final approval in August. Baird has received bids for the 16-34 crack repair, for which all costs are 100% covered by the FAA, and now has recent IFE for 5-23/Entry Road project.

**OLD BUSINESS**

**Discussion/Action – Airport Promotional Video – Mask Mandate**

The Airport Director asked for Commission guidance regarding how to proceed with the most recent Federal mask mandate extended through September 2021.

MOVED AND SECONDED BY KOERING AND ALBERS, DULY CARRIED, TO APPROVE THE ADMINISTRATION MOVE FORWARD TO FILM THE AIRPORT PROMOTIONAL VIDEO MASKLESS.

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

**Discussion – Landline Company Shuttle Service**

The Director has received a signed agreement back from Landline and the company has agreed to all terms.

MOVED AND SECONDED BY JACOBSON AND RIEDEL, DULY CARRIED, TO APPROVE THE AGREEMENT CONDITIONS.

**Discussion – Design/Building Process Café Remodel**

The Leases Committee met on April 19 to discuss the Café Remodel and Wings Café lease. It was determined the Commission would have to agree to the Nor-Son remodel estimate prior to filling in the restaurant lease details.

Nor-Son representatives presented the preliminary estimate of \$963,000 and verbally detailed

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why costs have risen in the scope including the addition of a dumpster enclosure, wiring needs to be replaced and other items. Commission consensus was to allow Nor-son more time to provide detail for the June 3 meeting materials.

**Discussion/Action – National STOL Series Letter of Intent**

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO AUTHORIZE THE DIRECTOR TO SIGN NECESSARY DOCUMENTS TO ALLOW THE HOST TO PLAN THE NATIONAL STOL SERIES EVENT AT BRD AUGUST 5-8, 2021, PROVIDED CONDITIONS OF NO COST TO THE AIRPORT AND ALL FEDERAL REGULATIONS ARE MET.

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

**NEW BUSINESS**

**Discussion/Action – Mead & Hunt Task Order 2021-5 Rwy 16-34 Rehab CA Services and Task Order 2021-6 Rwy 5-23 and Entrance Road Pavement Rehab Final Design Services**

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, THAT THE COMMISSION ACCEPT TASK ORDER 2021-5 AND 2021-6 AS PRESENTED BY MEAD & HUNT.

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

**Discussion/Action – Review of bids and contractor selection for Runway 16/34 repair and crack sealing**

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, TO APPROVE THE BID FOR RUNWAY 16/34 REPAIR BY FAHRNER ASPHALT SEALERS IN THE AMOUNT OF \$868,899.10 CONTINGENT ON FEDERAL FUNDING, AS PRESENTED BY MEAD & HUNT.

**Discussion/Action – Position description of Deputy Director - ARFF/Operations**

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO APPROVE THE DEPUTY DIRECTOR OF ARFF/OPERATIONS JOB DESCRIPTION AS PRESENTED.

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

**Discussion/Action – Employee Confirmation – Deputy Director – ARFF/Operations**

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO AUTHORIZE THE DIRECTOR TO MAKE A CONDITIONAL JOB OFFER TO CANDIDATE KASSANDRA BROWN.

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

**Annual Performance Review – Airport Director**

The Airport Director job performance was discussed, better communication in some areas was requested and Commission consensus was a rating of excellent for the past year.

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting on June 3, 2021.

**ADJOURNMENT**

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

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

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