

BRAINERD LAKES REGIONAL AIRPORT  
JUNE 3, 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, and Keith Riedel. Also present: Michelle Baird, Mead & Hunt Program Manager, Rachel Usher, Program Architect, and Jennifer Knopik, Executive Assistant. Not present: Dave Albers, and Airport Director, Steve Wright.

**APPROVAL OF AGENDA** – Approved.

MOVED AND SECONDED BY JACOBSON AND KOERING, 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 May 6, 2021, with Financial Report of April 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 KOERING, 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**

Dave Peterson from Ideal Township reported Ideal Township approved a Helipad to be constructed at Fire Station #2 on County Road 1.

**REPORTS**

**Airport Commission Minutes**  
**June 3, 2021**

**A. Airport Director**

**i. Director's Report – Discussion**

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

**B. Consulting Engineer**

Chair Czeczok asked Mead & Hunt staff if the corporate hangar project was underway. Michelle Baird reported yes, the project environmental items were underway like soil boring testing.

**OLD BUSINESS**

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

Dave Thomas from Nor-Son Construction presented the final cost estimate for the Café remodel is still estimated at \$963,638.00 with an expectation some items will decrease in cost and some will increase in cost. Start time for construction will be mid-July or early-August, mostly determined by product availability. Anticipated 2 months of construction time.

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO APPROVE NOR-SON TO MOVE FORWARD WITH THE RESTAURANT REMODEL.

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

**Discussion/Action – Letter of Intent – Wings Café Lease**

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO ACCEPT THE WINGS CAFÉ LETTER OF INTENT TO REMODEL THE RESTAURANT LEASED SPACE.

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

**NEW BUSINESS**

**Discussion/Action – Mead & Hunt ARFF/SRE Final Design**

Rachel Usher presented the ARFF/SRE building final design with a visual presentation and physical items to review. Commission consensus on aesthetics was to remove the wood/logging design for the interior and exterior.

MOVED AND SECONDED BY STUNEK AND JACOBSON, DULY CARRIED, TO AUTHORIZE MEAD AND HUNT TO MOVE FORWARD WITH THE ARFF/SRE BUILDING FINAL DESIGN INCLUDING THE MINOR CHANGES DISCUSSED BY THE COMMISSION TODAY.

**Airport Commission Minutes**  
**June 3, 2021**

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

**Discussion/Action – Forthcoming Federal and State Grant Agreements**

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO AUTHORIZE THE AIRPORT DIRECTOR AND COMMISSION CHAIR TO SIGN ALL NECESSARY DOCUMENTS TO ACCEPT THE FORTHCOMING FEDERAL AND STATE GRANT AGREEMENTS FOR THE AS PRESENTED BY STAFF.

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 July 1, 2021.

**ADJOURNMENT**

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:30 AM.

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

Respectfully submitted,



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

