

BRAINERD LAKES REGIONAL AIRPORT  
JULY 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 Czczok.

Upon roll call, the following Commission members were noted present: Jeff Czczok, Chair; Don Jacobson, Vice-Chair; Kevin Stunek, Paul Koering, and Dave Albers. Also present: Steven Wright, Airport Director; Michelle Baird, Mead & Hunt Program Manager, and Jennifer Knopik, Executive Assistant. Not present: Keith Riedel.

**APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY KOERING 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 June 3, 2021, with Financial Report of May 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.**

UPON ROLL CALL, ALL MEMBERS PRESENT VOTED “AYE” THAT ALL BILLS EMAILED TO COMMISSIONERS PRIOR TO THE MEETING BE APPROVED TO PAY.

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

**REPORTS**

**A. Airport Director**

**i. Director’s Report – Discussion**

New Deputy Director, Kassy Brown, was introduced to the Commission. The Director presented

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a written and verbal report to the Commission. The verbal report included a map of recent national relocations after the pandemic.

**B. Consulting Engineer**

Michelle Baird reported the ARFF/SRE Facility and Water/Sewer Extension bid requests will be advertised in July and opened in August to be brought to the August Commission Meeting.

**OLD BUSINESS**

**Discussion – Brainerd Public Utilities – Draft Solar Lease Presentation**

The Airport Director presented the Solar Lease PowerPoint, and gave more details about the lease and installation of the proposed solar field. The FAA did not object to the solar lease proposal stating it will not impede air navigation or operations at all. Solar panels will follow sun pattern so as not to produce glare. The next step is to submit a Letter of Request to the FAA and present the final lease for approval for the August meeting.

**NEW BUSINESS**

**Discussion/Action – Federal Aviation Administration Antenna and Space Lease**

Moved by Jacobson to authorize the FAA Antenna Space Lease with a 10% rate increase annually. There was no second and motion did not pass.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE AIRPORT DIRECTOR LOOK INTO DETAILS AND/OR ALTERNATIVES FOR THIS LEASE TO PRESENT TO THE COMMISSION IN AUGUST.

**Discussion – ARFF/SRE Facility Expenses**

Mitchell Walker of Mead & Hunt called in to discuss the estimated expenses expected with the construction of the new ARFF/SRE building. The expected expenses were discussed.

**Discussion – Airport Budget Review & 2022 Preliminary Budget Analysis**

An airport budget review ensued. Commissioner Koering suggested looking at self-sufficiency of the airport in the future and Commissioner Albers suggested strategically planning for future years.

**Discussion/Action – Change August Meeting Date**

The Airport Director received notice that the Federal grant agreements will not arrive for a Commission meeting during the first week of August.

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, TO MOVE THE REGULAR MEETING DATE TO SECOND THURSDAY, AUGUST 12, AT THE SAME

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TIME AND LOCATION FOR THE MONTH OF AUGUST MEETING ONLY.

Commissioner Stunek rescinded his motion with Albers agreeing with rescinding the motion to accommodate Commissioner Koering's schedule.

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, TO MOVE THE REGULAR MEETING DATE TO SECOND WEDNESDAY, AUGUST 11, AT THE SAME TIME AND LOCATION, FOR THE MONTH OF AUGUST MEETING ONLY.

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next meeting on August 11, 2021.

**ADJOURNMENT**

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

Respectfully submitted,



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

