

BRAINERD LAKES REGIONAL AIRPORT
AUGUST 11, 2021 MEETING MINUTES

Pursuant to due call and notice thereof, the regular, rescheduled 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, Keith Riedel via conference call, and Dave Albers. Also present: Steven Wright, Airport Director; Michelle Baird, Mead & Hunt Program Manager, and Jennifer Knopik, Executive Assistant.

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 July 1, 2021, with Financial Report of June 2021, as distributed.

MOVED AND SECONDED BY ALBERS 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 THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED.

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

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The Director presented a written and verbal report to the Commission. Chair Czczok asked for an update on the Wings Café remodel. The Airport Director stated the café would close Monday, August 16 through mid-October. The National STOL finals took place Saturday, August 7, entertaining roughly 300 spectators, with local sponsorship. The EAA 1610 Young Eagles program will be held the morning of Saturday, August 14 giving youth their first flight with a GA pilot for free.

B. Consulting Engineer

Michelle Baird reported the ARFF/SRE Facility construction and Water/Sewer Extension bid pre-bids meetings were held at the end of July. Bids were accepted; and opened and tabulated August 10.

OLD BUSINESS

Discussion/Action – Brainerd Public Utilities – Draft Solar Lease Presentation

The Airport Director reported we are waiting for FAA authorization for non-aeronautical use of land.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE COMMISSION CHAIR AND ADMINISTRATION TO MOVE FORWARD AND SIGN PAPERWORK TO ACT ON LEASE FOR SOLAR FIELD.

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

Discussion/Action – Federal Aviation Administration Antenna and Space Lease

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO MOVE FORWARD WITH FAA ANTENNA GROUND LEASE FOR A 5 YEAR TERM.

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

NEW BUSINESS

Discussion/Action – 75th Commission Anniversary/Open House Event - Saturday, September 18

Discussion ensued regarding the 75th Anniversary of the Airport Commission Open House Event on September 18 from 9am-3pm. Staff are planning a carnival-themed event to showcase airport-based tenants.

Discussion/Action – Acceptance of MnDOT Contract 1047942

Steve explained Contract 1047942 is a state-funded 70/30 grant to crack seal near hangars and the GA ramp.

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MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO ACCEPT AND AUTHORIZE THE CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR TO EXECUTE GRANT AGREEMENT 1047942 FOR CRACK SEALING.

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

Discussion/Action – Acceptance of MnDOT Contract 1047945

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, TO ACCEPT AND AUTHORIZE THE CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR TO EXECUTE GRANT AGREEMENT 1047945 FOR CARES ACT-FUNDED PROJECT ENGINEERING COSTS.

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

Discussion/Action – Review of Bids and Award of Contract

i. ARFF/SRE Construction Contract

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO AWARD THE ARFF/SRE BUILDING CONSTRUCTION CONTRACT TO HY-TEC CONSTRUCTION AS THE APPARENT LOW BIDDER OF \$14,545,000, SUBJECT TO RECEIPT OF FEDERAL AND/OR STATE FUNDING.

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

ii. Water & Sewer Construction Contract

MOVED AND SECONDED BY ALBERS AND KOERING, DULY CARRIED, TO AWARD THE SEWER AND WATER EXTENSION CONSTRUCTION CONTRACT TO RYAN CONTRACTING CO. AS THE APPARENT LOW BIDDER OF \$945,857, SUBJECT TO RECEIPT OF FEDERAL AND/OR STATE FUNDING.

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

Discussion/Action – Mead & Hunt Task Orders – Construction Administration

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, TO APPROVE TASK ORDERS #2021-7 FOR \$694,553, #2021-8 FOR \$306,721, AND #2021-9 FOR \$255,254 WITH MEAD & HUNT, SUBJECT TO RECEIPT OF FEDERAL AND/OR STATE GRANTS AND AUTHORIZE THE CHAIR AND/OR VICE-CHAIR TO ENTER INTO THE TASK ORDERS FOR THE STATED SERVICES.

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

Commissioner Jacobson asked for a timeline of when to expect ARFF/SRE Building construction to start. Michelle said the plan is to obtain the ARFF/SRE grant amendment by the

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end of September and start construction in the Spring.

Discussion/Action – 2022 Preliminary Budget Approval

Discussion ensued regarding the format presentation of the preliminary budget.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO APPROVE THE 2022 PRELIMINARY BUDGET AS PRESENTED.

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

NEXT MEETING

The Deputy Director announced she is putting together a full-scale emergency exercise scheduled for September 23.

All commissioners present indicated that they would be able to attend the next meeting on September 2, 2021. Commissioner Albers requested to attend virtually.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:45 AM.

Respectfully submitted,



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