

BRAINERD LAKES REGIONAL AIRPORT  
SEPTEMBER 2, 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, and Paul Koering; Dave Albers and Keith Riedel via Microsoft Teams. Also present: Steven Wright, Airport Director; Cassandra Loftus, Deputy Director; Michelle Baird, Mead & Hunt Program Manager; and Jennifer Knopik, Executive Assistant.

**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 August 11, 2021, with Financial Report of July 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 JACOBSON, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED.

Commissioner Jacobson asked what the life of the boiler being replaced. The Airport Director reported it was originally purchased in 2008.

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

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

**Airport Commission Minutes  
September 2, 2021**

**REPORTS**

**A. Airport Director**

**i. Director's Report – Discussion**

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

**ii. Additional budgetary information**

The Airport Director presented additional budgetary information to the Commission, explaining the government escrow should show on next month's financial report.

**iii. F.A.R. Part 139 Inspection Letter**

The Deputy Director of ARFF/Operations presented one of the Part 139 corrections she has been working on and stated the last item of compliance in the letter will be met by 9/30/21 to install roadway runway stop signs.

**B. Consulting Engineer**

Michelle Baird reported that roughly \$3 million for the ARFF/SRE project will come from the 2022 entitlement grant. The construction contractor, Hy-tec, approved. She also reported runway 16-34 will be completely shut down for crack sealing, repair and repainting the entire runway for an unspecified amount of time.

**OLD BUSINESS**

**Discussion – Airport Business Plan Update**

The Airport Director presented an updated Airport Business Plan to the Commission.

**NEW BUSINESS**

**Discussion/Action – 2022-2024 DBE Goal**

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO ACCEPT THE NEW DBE GOAL OF 3.86% AND MOVE FORWARD WITH STAFF RECOMMENDATIONS FOR 2022-2024.

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

**Discussion/Action – Assignment of Lease – Spalj to Andrews**

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO ACCEPT THE NEW LEASE ASSIGNMENT FOR THE PRIVATE HANGAR AT 16200 AIRPORT ROAD FROM JR SPALJ TO LEE ANDREWS.

**Airport Commission Minutes**  
**September 2, 2021**

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

**NEXT MEETING**

Commissioner Jacobson requested Strateligent present the marketing videos created this year at the next meeting.

All commissioners present indicated that they would be able to attend the next meeting on October 7, 2021.

**ADJOURNMENT**

MOVED AND SECONDED BY STUNEK AND KOERING, 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

