

BRAINERD LAKES REGIONAL AIRPORT  
OCTOBER 7, 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 Vice-Chair Jacobson.

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

**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 September 2, 2021, with Financial Report of August 2021, as distributed.

MOVED AND SECONDED BY KOERING 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 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 emailed to Commissioners prior to the meeting.

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

**REPORTS**

**A. Airport Staff Report**

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The Airport Director presented a written and verbal report to the Commission. The Director thanked all participants who helped orchestrate the Anniversary event on September 18. The Live Fire Emergency Exercise also went well on September 23.

**B. Marketing and Creative Services**

Aaron Hautala presented the marketing videos filmed and produced by Strateligent during 2021. The Commission and Airport Director are welcome to use the videos at community meetings to further the message of all the airport brings to the community.

**C. Consulting Engineer**

Michelle Baird reported runway painting is set to start the week of October 18 and should be done by the end of October. The Airport Director presented a visual presentation of photos of the repairs made to runway 16-34 and the newly acquired ARFF fire truck.

**OLD BUSINESS** - None

**NEW BUSINESS**

**Discussion/Action – Acceptance of MnDOT Contract 1048590 (AIP 48)**

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, TO ACCEPT THE MNDOT CONTRACT 1048590 (AIP 48) FOR ARFF BLDG AND SRE STORAGE BLDG CONSTRUCTION, AUTHORIZING THE CHAIR AND/OR VICE CHAIR AND AIRPORT DIRECTOR TO SIGN ALL NECESSARY PAPERWORK FOR ACCEPTANCE.

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

**Discussion/Action – Approval of Change Order #1 to Runway 16/34 Pavement Rehab Project**

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, TO ACCEPT CHANGE ORDER #1 TO THE RUNWAY 16/34 PAVEMENT REHAB PROJECT IN THE AMOUNT OF \$39,000 TO REDUCE THE PAINT MARKING BUILD-UP ON TAXIWAY C.

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

**Discussion/Action – Approval of Extended Leave of Absence**

MOVED AND SECONDED BY KOERING AND ALBERS, DULY CARRIED, TO APPROVE THE EXTENDED LEAVE OF ABSENCE OF THE DEPUTY DIRECTOR WITH UNPAID MATERNITY LEAVE AND FOUR WEEKS OF REMOTE WORK TO BEGIN EMPLOYMENT AFTER LEAVE.

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

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**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next meeting on November 4, 2021.

**ADJOURNMENT**

MOVED AND SECONDED BY ALBERS AND KOERING, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:00 AM.

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

Respectfully submitted,

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