

BRAINERD LAKES REGIONAL AIRPORT
NOVEMBER 4, 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 Czeczok.

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

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY KOERING AND ALBERS, 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 October 7, 2021, with Financial Report of September 2021, as distributed.

MOVED AND SECONDED BY JACOBSON AND RIEDEL, 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 ALBERS AND STUNEK, 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.

Chair Czeczok questioned the more frequent recent gate repairs and the Director stated at least two gates are nearing the end of their useful life and needing more frequent repairs.

PUBLIC FORUM

Introductions and Items Not on Agenda

**Airport Commission Minutes
November 4, 2021**

REPORTS

A. Airport Staff Report

The Airport Director presented a written and verbal report to the Commission. The Director stated the Part 139 paper inspection is complete with approval. He also reported supply chain issues are starting to affect the deadlines of Airport projects.

B. Consulting Engineer

Michelle Baird reported runway 16-34 is open and the repair project is complete with painting scheduled for Spring 2022. The water/sewer project should be complete next week and the ARFF/SRE building is due to start up in Spring 2022 also.

OLD BUSINESS - None

NEW BUSINESS

Discussion/Action – Review and Select Marketing and Creative Services

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, TO REQUEST A 5 MINUTE VERBAL PROPOSAL.

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

MOVED AND SECONDED BY JACOBSON AND ALBERS TO ACCEPT THE MARKETING AND CREATIVE SERVICES PROPOSAL BY INCUMBENT, STRATELIGENT, THROUGH THE YEAR 2022.

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

Discussion – GSA Contract Modification – LMN 18537

A lease amendment signature was requested by GSA regarding the existing TSA lease at BRD. The Airport Director and Commission will wait to sign the amendment until they receive answers to pending questions.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next meeting on December 2, 2021.

ADJOURNMENT

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

Airport Commission Minutes
November 4, 2021

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

Respectfully submitted,

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