

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 2, 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, Keith Riedel. Members noted present according to Minn Statute 13D.021 via video call: Dave Albers, Paul Koering. Also present: Steven Wright, Airport Director; and Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY JACOBSON 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 November 4, 2021, with Financial Report of October 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 RIEDEL, 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

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REPORTS

A. Airport Staff Report

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

B. Consulting Engineer

Michelle Baird reported the water/sewer project was substantially complete with minor warranty work in the Spring. A pre-construction meeting was held for the ARFF/SRE building with construction to begin in April 2022. The contractor for the ARFF/SRE building project has been experiencing issues, particularly with precast walls, regarding the receipt of materials and longer lead-times are necessary with the ordering of materials. Pre-grant application materials for the following year's AIP project has been coordinated with the Federal Aviation Administration.

OLD BUSINESS - None

NEW BUSINESS

Discussion/Presentation – Draft Employee Performance Management System

The Airport Director presented a draft Employee Performance Management System at the previous request of the Commission by the end of 2021. The draft program at Brainerd Lakes Regional Airport will include metrics of both organizational and individual performance for all levels of the Commission:

Organizational: Program Participation: Staff and Individual Evaluation, Organization Objectives

Individual: Core Values (Teamwork, Reliable, Unbeatable, Safe/Secure, Thriving)
Focused Tasks (Audit/Inspection Control, Inventory Coordination, Regulatory Oversight)

Upon further discussion, the Commission received the presentation and revisions will continue on the draft program. Data from the evaluation process will be compiled in order to evaluate a resulting pay-for-performance system to be implemented by the end of 2023.

Discussion/Presentation – Airport Zoning

The Airport Director presented an overview of the Airport Zoning Ordinance at the Airport since zoning was established in 2007 with the construction of Runway 16/34. The Airport Commission serves as the Airport Zoning Board since the Airport and its aerial zones lies completely within the boundaries of the City of Brainerd and Crow Wing County.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next meeting on January 6, 2022.

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ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:30 AM.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a long horizontal flourish extending to the right.

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