

BRAINERD LAKES REGIONAL AIRPORT
FEBRUARY 3, 2022 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; 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; Jessica Lueck, Executive Assistant; and Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY STUNEK, AND RIEDEL 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 January 6, 2022, with Financial Report of December 2021, as distributed.

MOVED AND SECONDED BY STUNEK 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 REIDEL, 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

The Airport Director presented a verbal report to the Commission.

**Airport Commission Minutes
February 3, 2022**

B. Consulting Engineer

The Consulting Engineer reported the ARFF/SRE building groundbreaking ceremony is tentatively planned for Thursday May 5th 2022. Also working on a 2022 Federal Grant Request for the ARFF/SRE building to cover expenses that the CARES Act doesn't cover.

OLD BUSINESS - None

NEW BUSINESS

Discussion/Action: 2022 Adjusted Budget

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, THAT THE ADJUSTED BUDGET BE APPROVED.

Discussion/Action: Lease Agreement – NorthPoint Aviation – Hangar 009

MOVED AND SECONDED BY RIEDEL AND STUNEK, DULY CARRIED, THAT THE UPCOMING LEASE AGREEMENT FOR NORTHPOINT AVIATION BE APPROVED.

Discussion/Action: Approval of Extended Leave of Absence

MOVED AND SECONDED BY ALBERS AND KOERING, DULY CARRIED, THAT THE EXTENDED LEAVE OF ABSENCE FOR THE EXECUTIVE ASSISTANT BE APPROVED FOR 8 WEEKS BEGINNING ON THE DATE OF DELIVERY.

Discussion/Action: 2022 MNDOT Flex Grant

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, THAT THE 2022 MNDOT FLEX GRANT BE APPROVED.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next meeting on March 3, 2022.

ADJOURNMENT

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

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

Respectfully submitted,



Airport Commission Minutes
February 3, 2022

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

