

BRAINERD LAKES REGIONAL AIRPORT
MARCH 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 Czczok.

Upon roll call, the following Commission members were noted present: Jeff Czczok, 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 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 February 3, 2022, with Financial Report of January 2022, as distributed.

MOVED AND SECONDED BY RIEDEL AND STUNEK, 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

The Airport Director presented a verbal report to the Commission.

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B. Consulting Engineer

The Consulting Engineer is working on finalizing grants with the Airport Improvement Program and the Bipartisan Infrastructure Law. Coordination is taking place for the ARFF/SRE construction project with a scheduled groundbreaking ceremony on May 5, 2022.

OLD BUSINESS –

Discussion: Airport Café Remodel – Nor-Son Construction

Mark Korte of Nor-Son Construction thanked the Commission for the opportunity to remodel the Airport Café. The Commission recognized several items were still not completed. It was expressed that the Café countertop should be replaced with a wider overhang for restaurant patrons.

NEW BUSINESS

Discussion: Airline Incentive Program

The Airport Director submitted a draft Airline Incentive Program that included certain incentives in terms of rents and fees if a new air service provider were to connect BRD with a new route or more frequency on existing routes. The Commission requested that the Airport Director provide a detailed fiscal analysis at a later meeting to determine fiscal impacts of such a program.

NEXT MEETING

MOVED AND SECONDED BY ALBERS AND RIEDEL, DULY CARRIED, THAT THE COMMISSION CANCEL THE PUBLIC MEETING OF APRIL 7, 2022, AND RECONVENE AT THE REGULARLY SCHEDULED DATE OF MAY 5, 2022.

Upon roll call, all members present voted “aye” to approve to cancel the regularly scheduled April Meeting. The Airport Director will include a summary of bills paid during the April bill cycle with information distributed prior to May’s meeting.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:15 AM.

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

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Respectfully submitted,



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

