

BRAINERD LAKES REGIONAL AIRPORT
JUNE 2, 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: Dave Albers, Vice Chair; Darrel Palmer, Kevin Stunek and Jeff Czeczok, Chair. Members noted as absent: Paul Koering; and Keith Riedel. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director; and Michelle Baird, Consulting Engineer Program Manager.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY STUNEK AND PALMER, 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 May 5, 2022, with Financial Report of April 2022, as distributed.

MOVED AND SECONDED BY PALMER 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.

After discussion regarding the May bills, the Chair called for a vote of approval.

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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Stratelligent provided information on the results from advertising.

Reviewed questions/concerns of the jetway.

Deputy Director explained wildlife training and the execution of the program.

The Airport Director reviewed questions regarding the café.

B. Consulting Engineer

The Consulting Engineer discussed focus on ARFF/SRE building, 90% of fill work is done and pouring of footings has begun. Pre-cast walls to be delivered and up by fall. Currently on schedule.

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

Discussion/Action: Approval of Forthcoming “AIP” Grant –
Fund comes from the airport improvement trust fund.

Discussion/Action: Approval of Forthcoming “AIG” Grant –
BIL pot – Bipartisan Infrastructure Law, comes from the U.S. Treasury.

The Airport Director recommended that the Commission authorize the approval of the forthcoming Federal grants.

Motion to combine acceptance of AIP and AIG grants.

MOVED AND SECONDED BY ALBERS AND STUNEK, DULY CARRIED, THAT THE FEDERAL AIP AND AIG GRANTS BE ACCEPTED.

All members present voted “aye”.

Discussion/Action: Annual Employee Evaluation – Airport Director -

Riedel & Koering absent; postpone employee review to next meeting so all commissioners are present.

NEXT MEETING:

All commissioners present indicated that they would be able to attend the next meeting on July 7, 2022.

ADJOURNMENT

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MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:30 AM.

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

Respectfully submitted,



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

