

BRAINERD LAKES REGIONAL AIRPORT
JULY 7, 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: Dave Albers, Vice Chair; Paul Koering, Darrel Palmer, Kevin Stunek and Jeff Czczok, Chair. Members noted present according to Minn Statute 13D.021 via video call: 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 ALBERS 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 June 2, 2022, with Financial Report of May 2022, as distributed.

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”.

APPROVAL TO PAY BILLS – Approved.

After discussion regarding the June 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 written and verbal report to the Commission.

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Stratigent discussed the summer campaign and radio ads and will be seeking a credit for loss of radio coverage due to summertime storms.

B. Consulting Engineer

The Consulting Engineer explained that the construction on ARFF/SRE building is moving along on schedule. Pre-Cast walls to arrive by August 1st, 2022.

OLD BUSINESS:

Discussion ensued amongst commissioners regarding the annual performance metrics of the Airport Director after receipt of peer evaluations from airport tenants and contractors.

Annual Employee Evaluation – Airport Director: Motion for evaluation results are meets/exceeds expectations.

MOVED AND SECONDED BY ALBERS AND STUNEK, DULY CARRIED, THAT THE FIRST HALF 2023 EVALUATION RESULTS BE COMPLETE.

NEW BUSINESS:

Discussion/Action: Airport Business Plan – Preliminary Draft 2023:

Discussion/Action: Preliminary Budget 2023

Motion to approve the Preliminary Budget 2023.

MOVED AND SECONDED BY PALMER AND ALBERS, DULY CARRIED, THAT THE PRELIMINARY BUDGET OF 2023 BE APPROVED.

All members present voted “aye”.

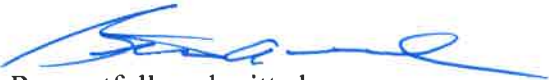
NEXT MEETING:

Commissioner Palmer advised that he would not be in attendance at the next meeting, August 4, 2022, all other members said they would be able to attend.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND KOERING, 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