

BRAINERD LAKES REGIONAL AIRPORT
AUGUST 11, 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. 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 PALMER 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 July 7, 2022, with Financial Report of June 2022, as distributed.

MOVED AND SECONDED BY ALBERS AND PALMER, 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 PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL BE APPROVED.

It was confirmed that the motion included all bills distributed at the meeting and emailed to the Commissioners.

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

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

**Airport Commission Minutes
August 11, 2022**

A. Airport Staff Report

The Airport Director presented a written and verbal report to the Commission. Reviewing airline changes to share with Bemidji. Strateligent proposed a press release to inform the public of the airline changes. Future advertising may need adjustments.

B. Consulting Engineer

The Consulting Engineer informed the Commission and the public that HyTec is doing a fabulous job and all pre-cast walls should be up by the end of next week. Also working on; hangar development, rehab project for the entrance road, an airfield drainage issue, and fence repair.

OLD BUSINESS:

No old business discussed.

NEW BUSINESS:

Discussion/Action: Request for Lease Extension: NorthPoint Aviation

NorthPoint plans to install a mezzanine in the maintenance hangar, and requested an additional term of 10 years, they will hire the architect to do the work.

Motion to approve NorthPoint's request for Lease Extension providing two (2) options to renew of five (5) years.

MOVED AND SECONDED BY STUNEK AND PALMER, DULY CARRIED THAT LEASE BE EXTENDED FOR NORTHPOINT AVIATION.

Discussion/Action: Acceptance of State Grant for Crack Sealing:

Motion to amend a Grant for Crack Sealing and authorize the Chair and/or Vice Chair and Airport Director to sign on behalf of the Commission.

MOVED AND SECONDED BY PALMER AND ALBERS, DULY CARRIED, THAT THE CRACK SEALING GRANT BE ACCEPTED.

All members present voted "aye".

Discussion/Action: Acceptance of State Airport M&O Grant Contract:

Motion to approve acceptance of the State M&O Grant and authorize the Chair and or Vice Chair and Airport Director to sing on behalf of the Commission.

MOVED AND SECONDED BY PALMER AND STUNEK, DULY CARRIED, THAT THE STATE M&O GRANT BE ACCEPTED.

All members present voted "aye".

Airport Commission Minutes
August 11, 2022

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on September 1, 2022

ADJOURNMENT

MOVED AND SECONDED BY ALBERS AND PALMER, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:31 AM.

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

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



