

BRAINERD LAKES REGIONAL AIRPORT  
SEPTEMBER 01, 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; Darrel Palmer, Kevin Stunek and Jeff Czczok, Chair. Members noted present according to Minn Statute 13D.021 via video call: Paul Koering. 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 ALBERS, 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 August 11, 2022, with Financial Report of July 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 PALMER, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL 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 & Marketing/Creative Services**

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The Airport Director presented a written and verbal report to the Commission confirming July passenger numbers are up, with a decrease in fuel sales. A staffing salary comparison was provided in a presentation to the Commission for all airport staff.

Stratigent received information directly from Skywest confirming that July 2022 numbers are record breaking. Continue advertising in hopes to continue to increase passenger numbers. Will review with Skywest on how many passengers are residents and how many are visitors. Price of shared flights with Bemidji are cheaper than current pricing.

**B. Consulting Engineer**

The Consulting Engineer informed the Commission and others present that they are welcome to visit the ARFF/SRE construction site to see the progress. Walls are up and the roof is in progress. Everything is on track. Also, working with the Airport Director on hangar development.

**OLD BUSINESS:**

Upon questioning of the café remodel project from Chair Jeff Czczok, the Airport Director indicated that the Airport Café had the final punch list items remaining before a final payment can be issued. The dining area countertop has been replaced and the dumpster area is complete.

**NEW BUSINESS:**

**Discussion/Approval: State Companion Grants to Federal Funding**

- i. MnDot Contract No. 1051580 (ARFF/SRE Construction)**
- ii. MnDot Contract No. 1051609 (Final SRE Construction)**

The Airport Director recommended approval of the above-mentioned grants for the completion of the ARFF/SRE facility.

MOVED AND SECONDED BY PALMER AND STUNEK, DULY CARRIED THAT THE STATE COMPANION GRANTS BE APPROVED.

All members present voted “aye”.

**NEXT MEETING:**

All Commissioners present indicated that they would be able to attend the next meeting on October 6, 2022

**ADJOURNMENT**

MOVED AND SECONDED BY STUNEK AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:28 AM.

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



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

