

BRAINERD LAKES REGIONAL AIRPORT
OCTOBER 06, 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: Paul Koering, Darrel Palmer, Kevin Stunek, Kevin Yeager and Jeff Czeczok, Chair. Members noted present according to Minn Statute 13D.021 via video call: Dave Albers, Vice 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 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 September 1, 2022, with Financial Report of August 2022, as distributed.

MOVED AND SECONDED BY YEAGER 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.

MOVED AND SECONDED BY STUNEK AND YEAGER, 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

New Commissioner Kevin Yeager introduced himself to the rest of the Commission.

REPORTS

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A. Airport Staff & Marketing/Creative Services

The Airport Director presented a written and verbal report to the Commission, confirming the annual FAA part 139 safety inspection is complete with zero violations. A report provided by Strateligent reflected BRD had 1550 passengers in September. However, BRD is seeing the impact of shared flights with Bemidji. September 12th was the first shared flight in 2022. Ad campaigns to continue while working to overcome issues.

Fuel sales are up due to more charter operations in the GA terminal.

The Airport Director presented a Draft Airline Incentive Program. Upcoming conference in Las Vegas; Takeoff North America October 12-19. Presentation to be provided to other airlines for opportunity to have direct flights out of BRD. The goal is to gain airlines, and/or additional flights.

B. Consulting Engineer

The Consulting Engineer informed the Commission and others present that the ARFF/SRE building is on time and on budget. Roof sealing is complete with the final metal panel to arrive soon. The outside of the observation tower is also complete.

Design of the entrance road to the airport is in process.

Plans to design and build a 65x62 hangar by Life Link III is in process with the use of BIL money.

OLD BUSINESS:

No old business

NEW BUSINESS:

No new business

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on November 3, 2022

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND PALMER, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:32 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

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a long horizontal flourish extending to the right.

