

BRAINERD LAKES REGIONAL AIRPORT
NOVEMBER 03, 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 Yeager and Jeff Czczok, 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 KOERING, 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 October 6, 2022, with Financial Report of September 2022, as distributed.

MOVED AND SECONDED BY ALBERS AND YEAGER, 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 ALBERS AND KOERING, 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

**Airport Commission Minutes
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The Airport Director presented a written and verbal report to the Commission, reviewing concerns about Delta airlines with high ticket sales, but low enplanements in BRD. Feedback in regard to the Take-off North America 2022 conference was provided with positive aspects from American Airlines and Sun Country. Both are interested in discussing a direct route to Brainerd. Airline incentive program is still in draft form. Still working on getting more data from area resorts on traveler zip codes to their destination. This information would help with recruiting more airlines.

B. Consulting Engineer

The Consulting Engineer informed the Commission and others present that the management and construction of the ARFF/SRE building is within budget and on time for June 30, 2023.

Designs are in process for both the airport entrance road re-pavement project and a 65x62 hangar with bids to take place February of 2023.

OLD BUSINESS:

Airline Incentive Program is still in draft form.

NEW BUSINESS:

No new business

NEXT MEETING:

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

ADJOURNMENT

MOVED AND SECONDED BY YEAGER AND ALBERS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:11 AM.

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

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

