

BRAINERD LAKES REGIONAL AIRPORT
JANUARY 05, 2023 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 the Airport Director.

Upon roll call, the following Commission members were noted present: Dave Albers, Steve Barrows, Jeff Czczok, Kevin Stunek, and Kevin Yeager. Also present: Steven Wright, Airport Director, Jessica Lueck, Executive Assistant, Kassy Loftus, Deputy Director; and Michelle Baird, Consulting Engineer Program Manager.

APPOINTMENT OF OFFICERS –

Chair nomination – Jeff Czczok nominated Dave Albers for Chair. No further nominations received. Moved and seconded by Stunek and Czczok, duly carried, to name Dave Albers as Chair. Upon roll call, all members present voted “aye”.

Vice-Chair nomination – Jeff Czczok nominated Kevin Yeager for Vice Chair. No further nominations received. Moved and seconded by Stunek and Czczok, and duly carried to name Kevin Yeager as Vice Chair. Upon roll call, all members present voted “aye”.

APPROVAL OF AGENDA – **Approved.**

MOVED AND SECONDED BY BARROWS AND YEAGER, 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 December 1, 2022, with Financial Report of November 2022, as distributed.

MOVED AND SECONDED BY YEAGER AND CZECZOK, 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 CZECZOK, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS DISTRIBUTED TO THE COMMISSIONERS AT THE MEETING AND VIA EMAIL BE APPROVED.

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Upon roll call, all members present voted “aye” to approve to pay the bills emailed to Commissioners prior to the meeting.

APPROVAL FOR PAY EQUITY

MOVED AND SECONDED BY CZECZOK AND YEAGER, DULY CARRIED, THAT THE PAY EQUITY REVIEWED DURING THE MEETING BE APPROVED.

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

A. Airport Staff & Marketing/Creative Services

The Airport Director presented a written and verbal report to the Commission. The airport server crashed between the holidays. The airport is working with the City of Brainerd IT to integrate the city system and the airport system before the end of January. Airline passenger numbers continue to decline, and passenger complaints continue to come in. Flight times are inconvenient for most passengers. There is no longer a shared flight with Bemidji Airport to Brainerd and Delta remains committed to the Brainerd market with plans to improve. The Airport Director is bringing passenger concerns to the Delta regional manager.

New de-ice truck has been provided to Unifi to accommodate passengers when needed during weather.

B. Consulting Engineer

The Consulting Engineer informed the Commission and others present that the construction of the ARFF/SRE building is going well.

Bids for the Entrance Road project and the Hangar development are going out by February 1st 2023. The full scale documents are located in administration for anyone to view.

OLD BUSINESS:

A. Wing’s Airport Café Lease Discussion:

Over a two-year period of time, efforts were made to negotiate a lease with Wing’s Airport Café after the remodel. Wing’s Airport Café has communicated that they are not able to meet the requirements listed within the letter of intent. The Airport Director suggested bringing this topic to a Leases Committee meeting for discussion. After review/discussion amongst the commission it was determined that the Commission would hold a Special Airport Commission meeting to discuss the topic in further detail.

MOTION TO SCHEDULE A SPECIAL AIRPORT COMMISSION MEETING BY CZECZOK

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AND SECONDED BY STUNEK APPROVED.

Upon roll call, all members present voted, with results of 4-1 to approve holding a Special Airport Commission Meeting to discuss the Wing's Airport Café Lease.

Date for this meeting to be reviewed by administration and scheduled.

NEW BUSINESS:

A. Information Systems Policy – Adopting City of Brainerd Policy

MOTION FOR THE BRAINERD LAKES REGIONAL AIRPORT TO ADOPT THE CITY OF BRAINERD INFORMATION SYSTEMS POLICY APPROVED BY BARROWS AND SECONDED BY YEAGER, MOTION CARRIES.

NEXT MEETING:

All Commissioners present indicated that they would be able to attend the next meeting on February 2, 2023

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND BARROWS, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:05 AM.

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

Respectfully submitted,



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

