

BRAINERD LAKES REGIONAL AIRPORT  
MARCH 02, 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: Kevin Yeager; Vice Chair, Glen Nygard, Darrell Palmer, and Kevin Stunek. Members noted present according to Minn Statute 13D.021 via video call: Dave Albers; Chair. Members noted as absent: Steve Barrows. 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 NYGARD, 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 February 2, 2023, with Financial Report of January 2023, as distributed.

MOVED AND SECONDED BY STUNEK AND NYGARD, 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 PALMER AND NYGARD, DULY CARRIED, TO APPROVE TO PAY THE BILLS.

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**

Discussion/explanation in regard to CARES act dollars, City and County tax levy contributions and the dollars spent on the Wings Café remodel.

**REPORTS**

**Airport Commission Minutes**  
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**A. Airport Staff & Marketing/Creative Services**

The Airport Director presented a written and verbal report to the Commission. Airline activity has room for improvement. The number of passengers for the month of January currently sits in between the numbers from January in 2021 and 2022 but is comparable to other airports. The Airport Director discussed changes that need to take place for airport security, potentially by June when Skywest retires the CRJ-200 for larger aircraft. Communications with TSA and Delta/Skywest will help determine a timeline and the steps needed to take for this change to take place.

The Deputy Director highlighted some information on operations and maintenance. ARFF/SRE relocation plan is in progress. Staff is currently participating in bi-weekly HVAC meetings. The Deputy Director is also assisting in the airport security plan with having had a meeting on this topic in St. Cloud recently and received incite on the technology and infrastructure needed at BRD. Staff plans to do some test drives in the spring with the search for the Cub Cadet replacement.

**B. Consulting Engineer**

The Consulting Engineer informed the Commission and others present that the entrance road and hangar bids are complete. Continue to monitor the construction of the ARFFF/SRE building which is on-time and on budget and is expected to be complete by mid-June. Assisting the Airport Director with the badging and access control project and submission of the grant.

**OLD BUSINESS:**

**NEW BUSINESS:**

**A. Task Order 2023-2 – Mead & Hunt – Discussion/Action**

Entrance Road is eligible for AIP; two estimates were completed, approved for funding.

MOTION TO MOVE FORWARD WITH THIS TASK ORDER BY STUNEK AND SECOND BY PALMER.

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

**B. Review and Award of Bid – Entrance Road Repair and Overlay**

Anderson Brothers to be awarded the entrance road repair and overlay contingent upon receipt of Federal Grant.

Anderson Brothers also to be awarded the alternate project of pavement repairs needed on the Civil Air Patrol Parking lot contingent upon the receipt of State Grant.

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MOTION TO AWARD THE BID AND ALTERNATE ON THE ENTRANCE ROAD REPAIR AND OVERLAY BY ALBERS, SECOND BY STUNEK

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

**C. Review and Award of Bid – Conventional Hangar Construction**

Hy-Tec to be awarded the Conventional Hangar Construction project contingent upon receipt of Federal Grant.

MOTION TO AWARD THE CONSTRUCTION OF THE CONVENTIONAL HANGAR TO HY-TEC CONSTRUCTION BY ALBERS, SECOND BY PALMER.

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

**NEXT MEETING:**

The majority of Commissioners present indicated that they would be able to attend the next meeting on April 6, 2023, with the exception of Dave Albers; Chairman.

**ADJOURNMENT**

MOVED AND SECONDED BY STUNEK AND NYGARD, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 10:30 AM.

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

Respectfully submitted,

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