

Airport Commission Minutes
August 1, 2019

BRAINERD LAKES REGIONAL AIRPORT
AUGUST 1, 2019 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 Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Chair; Jeff Czeczok, Vice Chair; Kevin Stunek, Trudi Amundson, Paul Koering and Staci Headley. Also, present: Steve Wright, Airport Director; Michelle Baird, Project Manager; Paul Strege, Evan Barrett.

APPROVAL OF AGENDA – Approved.

Addition of the final bill from Nor-son to be payed.

MOVED AND SECONDED BY KOERING AND CZECZOK DULY CARRIED, TO AMEND AND APPROVE THE AGENDA, TO ADD FINAL PAYMENT TO NOR-SON.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the July 11, 2019, with Financial Report of June 6, 2019, as distributed.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY AMUNDSON AND CZECZOK, DULY CARRIED, THAT THE COMMISSION APPROVE PAYMENT OF THE BILLS EMAILED TO AND PRINTED FOR THE COMMISSIONERS PRIOR TO THE MEETING.

It was confirmed that the motion included all of the bills emailed and printed.

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

REPORTS

A. Airport Director

Director's Report – Discussion

Commissioners did not receive a written report from the Airport Director this month. The Director's verbal report included a brief on "The Great Lakes Chapter, American Association of International Airport in Evansville, IN annual conference." Air service is holding steady across the board. Delta Global Services (DGS) transitioned to new ownership, and other airports are experiencing service issues. Local DGS employees remain committed to the Airport services they provide here. Airports across the country are growing at or around 20% per year. Brainerd is running at capacity during the summer months and needs more seats on the commercial airline flights. Commissioner Czczok requested the Airport Director provide a written summary outline August and September activities.

B. Consulting Engineer

General Aviation Arrival/Departure Building – Update/Action

Michelle Baird, Project Manager from Mead & Hunt described warranty issues on P.A. system, reseeding the grass, missing door will be replaced once it comes in.

The Airport Director provided a final invoice received from Nor-Son and requested approval to pay the final Bill to Nor-son, Inc.

Upon roll call, all members voted "aye."

MOVED AND SECONDED BY KOERING AND AMUNDSON DULY CARRIED, TO MAKE THE FINAL PAYMENT TO NOR-SON FOR THE GENERAL AVIATION BUILDING.

C. Industry Overview

Airport Director gave an oral report on the Airport Industry throughout the United States and how Brainerd Lakes Regional Airport compares.

D. Master Plan Overview

Evan Barrett, from Mead & Hunt gave a verbal report on Forecast Effort, Facility Requirements, Alternatives, Financial Implementation, Land use Plan and Airport Layout Plan.

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The information contained within the Industry Overview and the updated Airport Master Plan will be used to create an updated strategy related to Airport development and funding over the next several months.

OLD BUSINESS - None

NEW BUSINESS - None

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting at 9:30 a.m. in the Airport Conference Room September 5, 2019.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:50 A.M

Respectfully submitted,



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

