

BRAINERD LAKES REGIONAL AIRPORT
AUGUST 6, 2020 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 Passenger Terminal Waiting Area by Chair Czczok.

Upon roll call, the following Commission members were noted present: Jeff Czczok, Chair; Trudi Amundson, Vice Chair; Don Jacobson, Kevin Stunek, and Paul Koering. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; and Jennifer Knopik, Executive Assistant. Not present: Staci Headley.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of July 2, 2020, with Financial Report of June 2020, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING BE APPROVED.

It was confirmed that the motion included all of the bills emailed to the Commissioners.

Upon roll call, five members voted “aye”; one member not present.

PUBLIC FORUM

Introductions and Items Not on Agenda

Summary of Director’s Evaluation

Motion made during the closed session Airport Director’s evaluation session on July 2.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, TO

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KEEP THE SERVICES OF AIRPORT DIRECTOR STEVEN WRIGHT FOR ANOTHER YEAR AND PROVIDE A RATING OF EXCELLENT.

Presentation – Comprehensive Review - 2020

The Airport Director presented a 2020 Comprehensive Review of the Brainerd Airport including a PowerPoint.

2020 Amended Budget Approval – Discussion/Action

Discussion ensued regarding the 2020 Amended Budget.

MOVED BY JACOBSON TO APPROVE THE AMENDED 2020 BUDGET WITH THE CONDITION OF REMOVING THE NEW POSITION SALARY AND BENEFITS AND ALLOWING THE AIRPORT DIRECTOR TO SEARCH FOR A CANDIDATE, PRESENTING THE POSITION DESCRIPTION AT THE SEPTEMBER COMMISSION MEETING. Motion failed.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED TO REAFFIRM THE FEBRUARY 2020 BUDGET. Upon roll call, four members voted “aye”; one member voted “nay”; one member not present. Motion passed.

2021 Preliminary Budget Approval – Discussion/Action

The Airport Director provided 3 budget scenarios emailed and printed at the meeting for the Commissioners. The options with regard to the City and County tax levy contribution were: Option 1: Full Contribution with No Payback; Option 2: Full-Contribution with Payback; Option 3: Half-Contribution.

MOVED AND SECONDED BY AMUNDSON AND KOERING, DULY CARRIED, TO ADOPT OPTION 2: FULL-CONTRIBUTION WITH PAYBACK FOR THE 2021 PRELIMINARY BUDGET.

Upon roll call, five members voted “aye”; one member not present. Motion passed

Capital Improvement Plan – Discussion

Staff Development and Performance – Discussion

The Personnel Committee suggested a Pay-for-Performance scenario for the represented- and non-union-represented staff, agreeing to a flexible program start date.

Review of Draft Airport Café RFP and Lease Options

A draft of the Restaurant RFP was emailed to Commissioners prior to the meeting. Options were discussed regarding a new Airport Café lease. The final draft RFP will be provided for the

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September meeting.

REPORTS

A. Airport Director

i. Director's Report – Discussion

Commissioners received a written and verbal report from the Airport Director. The Director mentioned that the land use issue in the gravel pit Northwest of the Airport is becoming worse and law enforcement will be contacted regarding illegal dumping and the illegal cutting of the Airport locks on the gate.

B. Consulting Engineer

Michelle Baird reported Mead & Hunt staff are working on CARES Act and Airport Improvement grant planning.

OLD BUSINESS - None

NEW BUSINESS - None

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on September 3, 2020.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:30AM.

Respectfully submitted,



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