

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 3, 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 Vice-Chair Amundson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Kevin Stunek, Trudi Amundson, Vice Chair; Keith Riedel. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; Mitchell Walker, Project Manager; Rachel Usher, Architect, via WebEx; and Jennifer Knopik, Executive Assistant. Jeff Czczok, Chair; and Paul Koering not present.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY JACOBSON AND RIEDEL, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE ADDITION OF ADJOURNMENT INTO CLOSED SESSION FOR UNION LABOR NEGOTIATIONS STRATEGY.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of November 5, 2020, with Financial Report of October 2020, as distributed. Receipt of 2019 Audited Financial Report, as distributed.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR, ACCOMPANYING FINANCIAL REPORT, AND THE 2019 AUDITED FINANCIAL REPORT BE APPROVED.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY STUNEK AND RIEDEL, 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 bills emailed to the Commissioners.

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

PUBLIC FORUM

Introductions and Items Not on Agenda

**Airport Commission Minutes
December 3, 2020**

Recently retired ARFF staff, Mike Arnold, spoke regarding his retirement and thanked everyone for an excellent career at the Airport.

REPORTS

A. Airport Director

i. Director's Report – Discussion

The Director thanked Mike Arnold for his employment with the Airport, and also Trudi Amundson, Vice-Chair, for her years on the Airport Commission. Commissioner Jacobson asked for an update on hiring an Assistant Director to which the Director stated it is on hold until next 2021. Jacobson asked for an update on the replacement ARFF staff hiring to which the Director stated an offer to a candidate has been made.

B. Marketing and Creative Services Closure Report

Aaron Hautala, President/Creative Director of Strateligent, provided a written and verbal presentation for the Commission regarding a 2020 Communication/Sales Report and 2021 Communication Recommendations under the Airport marketing services contract. The Airport Director mentioned that Strateligent will continue working on the remaining projects into 2021 under the current creative services contract; Airport Administration will prepare a new request for proposal for Spring 2021.

C. Consulting Engineer

Michelle Baird thanked everyone for a great 2020 collaborating together. Mead & Hunt is still working through the hoops to attain approval for CARES ARFF/SRE building funding. The building design is funded under the current AIP grant. The Director and Vice-Chair clarified we will not move forward with major items not currently approved for reimbursement but will create a plan for the future facility.

OLD BUSINESS

Discussion/Action – Airport Independent Flight Instructor Permit

The Leases Committee met with BRD flight instructors and NorthPoint Aviation management on November 24 and has not yet come to a consensus. Both parties will have a final discussion. Commissioner Jacobson stated there will be follow-up.

Discussion/Action – Restaurant Development and Operator Selection

Wings Café was the sole responder to the restaurant RFP. The Airport Director recommended to select Wings and move forward with the lease process.

**Airport Commission Minutes
December 3, 2020**

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, TO SELECT WINGS CAFÉ AS THE INCUMBENT OPERATOR OF THE AIRPORT RESTAURANT AND TO MOVE FORWARD WITH THE LEASING PROCESS.

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

Commissioner Jacobson inquired about the RFI response to a restaurant remodel. The Director stated we received 3 responders that will be sent the RFP to be able to submit their full proposal.

Discussion/Action – 30% Plan Approval – ARFF/SRE Design

The 30% schematic presented by Mead & Hunt is a broad design for the new ARFF building. The Director and Mead & Hunt are taking into account each criticism of the size or allowances in the building but are designing the building according to the specifications from the FAA and Advisory Circulars. The FAA and Advisory Circulars dictate certain items the building needs to have to ensure will be fully funded. Future growth and community growth are taken into account also.

MOVED AND SECONDED BY STUNEK AND RIEDEL, DULY CARRIED, TO APPROVE THE MEAD & HUNT 30% SCHEMATICS FOR THE ARFF/SRE BUILDING DESIGN.

Upon roll call, 3 members present voted “aye”, 1 member present voted “nay”. Motion carried.

NEW BUSINESS - None

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on January 7, 2021.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN, AT 10:45 AM INTO CLOSED SESSION FOR THE UNION LABOR NEGOTIATION.

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

Respectfully submitted,



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

