

BRAINERD LAKES REGIONAL AIRPORT
DECEMBER 5, 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 9:00 a.m. in the Airport Conference Room by Chair Jacobson.

Upon roll call, the following Commission members were noted present: Don Jacobson, Chair; Jeff Czczok, Vice Chair; Trudi Amundson, Kevin Stunek, Staci Headley and Paul Koering. Also present: Steve Wright, Airport Director; and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

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

CONSULTANT INTERVIEWS AND SELECTION

Interviews were conducted for the February 2020 contract for Master Consultant Services. Three companies were interviewed in consecutive order: TKDA, KLJ and Mead & Hunt (incumbent). Final Commission vote: 5 votes Mead & Hunt; 1 vote KLJ. Mead & Hunt was selected to continue Master Consultant Services for the Brainerd Lakes Regional Airport through January 2025.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of November 7, 2019, with Financial Report of October 2019, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

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Joe Birkemeyer from NorthPoint Aviation stated a new project is beginning to form to construct a Mezzanine in the Maintenance Hangar and a permanent structure over the fuel containment area. He will present preliminary plans and figures at the January Commission meeting.

Solar Development – Letter of Intent to Brainerd Public Utilities – Discussion/Action

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO AUTHORIZE THE CHAIR AND AIRPORT DIRECTOR TO SUBMIT A LETTER OF INTENT TO THE FAA INTENDING TO PARTNER WITH BRAINERD PUBLIC UTILITIES ON SOLAR DEVELOPMENT AT BRD.

REPORTS

A. Airport Director

i. Director's Report – Discussion

Commissioners received a written and verbal report from the Airport Director. The Director's verbal report included application details for the upcoming DEED grant, and writing of a news release.

OLD BUSINESS – None

NEW BUSINESS – None

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on January 2, 2020.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 12:10PM.

Respectfully submitted,



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