

BRAINERD LAKES REGIONAL AIRPORT  
FEBRUARY 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 Airport Conference Room by Chair Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Trudi Amundson, Vice Chair; Staci Headley and Paul Koering. Also present: Steve Wright, Airport Director; Paul Strege, Principle Engineer; and Jennifer Knopik, Executive Assistant. Members not present: Don Jacobson and Kevin Stunek

**APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY KOERING AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED AFTER EDITING THE DATE UNDER ITEM (4A) TO THE YEAR 2020.

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of January 2, 2020, with Financial Report of December 2019, as distributed.

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY AMUNDSON 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**

**Committee Assignments – Discussion**

2020 Committee Assignments were discussed. The only changes were to remove Chair Czeczok from the Operations Committee and add Don Jacobson to the Operations Committee, following

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the 2014 Commission policy of no more than two committee assignments per commissioner.

**Final 2020 Budget – Discussion/Action**

MOVED AND SECONDED BY AMUNDSON AND HEADLEY, DULY CARRIED, THAT THE COMMISSION ACCEPT AND APPROVE THE FINAL 2020 BUDGET.

**Master Consultant Agreement – Discussion/Action**

The Airport Director and Paul Strege, Mead & Hunt, explained that after the Master Consultant Agreement is approved, each task order will be brought to the Commission to negotiate individually.

MOVED AND SECONDED BY AMUNDSON AND KOERING, DULY CARRIED, TO ACCEPT THE MASTER CONSULTANT AGREEMENT.

**Fourth Quarter 2019 Goals Update**

The Administration and Commission will refresh goals in the March meeting.

**Airport Infrastructure Renewal (AIR) Grant Application - Resolution**

The Airport Director stated the previously discussed AIR Grant has been retracted.

**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 record-breaking January enplanements and increase in General Aviation fuel usage. Chair Czczok thanked the BRD Maintenance staff for their diligence in clearing runways during the winter season. A letter was sent out to legislators in support and education of our need for state bonding for the construction of a new ARFF and Tanker Base building. Also, a sports team diverted their charter flight in January to BRD to ensure they had proper deicing for their departure.

**B. Consulting Engineer**

Paul Strege provided an update on the upcoming projects beginning with the new contract period including an ARFF Aqueous Foam Testing Cart purchase, ARFF vehicle and gear purchase, new ARFF building design, and 16/34 joint and crack repair.

**OLD BUSINESS**

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Chair Czeczok would like to thank Commissioner Jacobson on behalf of the Brainerd Airport Commission for his years chairing the Commission. Commissioner Amundson announced the EAA 1610 Young Eagles event scheduled June 18<sup>th</sup> 5-8PM, and there will be an event this summer for adults' first airplane rides called "Taking Wings" to be announced.

**NEW BUSINESS – None**

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting on March 5, 2020.

**ADJOURNMENT**

MOVED AND SECONDED BY KOERING AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:47AM.

Respectfully submitted,



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

