

BRAINERD LAKES REGIONAL AIRPORT
JANUARY 2, 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 Jacobson.

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

APPOINTMENT OF OFFICERS

A. Chair – Jeff Czeczok, first term

NOMINATED, MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, TO ELECT JEFF CZECZOK AS THE CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

B. Vice-Chair – Trudi Amundson, first term

NOMINATED, MOVED AND SECONDED BY KOERING AND CZECZOK, DULY CARRIED, TO ELECT TRUDI AMUNDSON AS THE VICE-CHAIR OF THE BRAINERD LAKES REGIONAL AIRPORT COMMISSION.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of December 5, 2019, with Financial Report of November 2019, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

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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

Mike Petersen provided an update on Airport events including the aviation flash mob of 34 airplanes landing at BRD which occurred on 1/1/2020.

Approval of Local Government Pay Equity Report – Discussion/Action

MOVED AND SECONDED BY AMUNDSON AND STUNEK, DULY CARRIED, TO APPROVE THE DATA REPORT EMAILED TO THE COMMISSION BY THE HUMAN RESOURCES DIRECTOR TO BE SUBMITTED TO THE STATE FOR THE PAY EQUITY REPORT.

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 M-B5 plow repair and waiting to hear from Brainerd Public Utilities to move forward with the solar field project.

ii. Marketing and Creative Services Review

Review of Marketing and Creative Services will be moved to the February 6, 2020 meeting agenda.

B. Consulting Engineer

Michelle Baird provided an update on the proposed new ARFF facility.

OLD BUSINESS – None

NEW BUSINESS – None

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NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on February 6, 2020.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:25AM.

Respectfully submitted,



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

