

BRAINERD LAKES REGIONAL AIRPORT
JULY 11, 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 9:30 a.m. in the Airport Conference Room by Chair Jacobson.

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

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE AGENDA BE AMENDED AND APPROVED TO ADD THE 2018 MODIFIED ACCRUAL-BASED YEAR-END FINANCIAL REPORT DISCUSSION ABOVE THE PRELIMINARY BUDGET APPROVAL ITEM 7.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the June 6, 2019, with Financial Report of May 2019, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

Due to recent changes in Hwy 210 road conditions, Mark Nesheim of Wings Café has made

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contact with legislators to get better signage to indicate the Airport and businesses at the Airport remain open for business.

Discussion – 2018 Modified Accrual-based Year-End Financial Report

Commissioner Czczok suggested adding report grant reimbursement amounts received to the financial report.

Discussion/Action – Preliminary Budget Approval

The Airport Director highlighted the changes in the Preliminary Budget provided to the Commissioners including no increase in City or County funding contributions, added salary for additional custodial duties for the new terminal building, and the Airport will be seeking additional revenue sources. Commissioner Czczok suggested decreasing the City and County contributions in the preliminary budget.

MOVED AND SECONDED BY AMUNDSON AND HEADLEY, DULY CARRIED, TO APPROVE THE PRELIMINARY BUDGET EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING.

Upon roll call, four Commission members voted “aye”; Commissioner Czczok opposed; one member not present; Motion carried.

REPORTS

A. Airport Director

i. Director’s Report – Discussion

Commissioners received a written report from the Airport Director. The Director’s verbal report included a brief of the increase in enplanements for the last few months, a Thank You to the Mutual Aid Partners who assisted in the emergency situation on airport at the end of June and planning of the next Commission meeting to be a workshop on the 20 year Master Plan and future expense planning.

ii. 2nd Quarter Goal Review

Chair Jacobson requested adding a goal of state bonding for future projects. Airport Commission goals progress was reviewed.

B. Consulting Engineer

i. General Aviation Arrival/Departure Building – Update

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Michelle Baird, Project Manager from Mead & Hunt, stated the GA Terminal construction has about 3 punch list items left to complete. The wood slat wall is under discussion for alternative designs with Nor-Son.

OLD BUSINESS

a. Summary of Airport Director Annual Evaluation

Commissioners approved a signed evaluation summary for the Airport Director 2018-2019 Annual Evaluation. Chair Jacobson wanted to note that the Commission expectations were high for the director.

NEW BUSINESS

Commissioner Czekok offered condolences to North Memorial due to recent deaths of their pilot and nurse. Commissioner Stunek provided an update of the surviving EMT crew member status. The Airport Director commented on the current investigative efforts being made.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting.

ADJOURNMENT

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:15 A.M.

Respectfully submitted,



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