

BRAINERD LAKES REGIONAL AIRPORT
JULY 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 Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Trudi Amundson, Vice Chair; Don Jacobson, Staci Headley and Paul Koering. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager via WebEx session; and Jennifer Knopik, Executive Assistant. Not present: Kevin Stunek.

APPROVAL OF AGENDA – Approved.

Chair Czeczok suggested to change the meeting location to the Passenger Waiting Area. Commissioner Jacobson requested to add the Wings Café letter from Mark Nesheim to item 10. Old Business and update the Commissioner name listings to current Chair and Vice-chair. The Airport Director requested to add the CARES Act grant acceptance to item 11. New Business.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED AFTER ADDING THE WINGS CAFÉ LETTER FROM MARK NESHEIM AND TO ITEM 10. OLD BUSINESS AND ADD CARES ACT GRANT ACCEPTANCE TO ITEM 11. NEW BUSINESS.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of June 4, 2020, with Financial Report of May 2020, as distributed. Commissioner Koering requested to add detail to the discussion of the Wings Café letter and request.

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT BE APPROVED AFTER ADDING DETAIL TO THE DISCUSSION OF THE WINGS CAFÉ LETTER AND REQUEST.

APPROVAL TO PAY BILLS – Approved.

UPON ROLL CALL, THE COMMISSION APPROVED 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

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Introductions and Items Not on Agenda

2020 Amended Budget Approval – Discussion/Action

Discussion ensued regarding the second draft of the 2020 Amended Budget, submitted by the Airport Director. The Amended Budget included refunding the applicable City and County contributions to the Airport and hiring an Assistant Director of Operations. The goal in this budgeting process is to reach a point in not needing City and County contributions and becoming self-sufficient. Commissioners discussed increasing revenues, a new hire and the proposed budget line-by-line. Commissioner Jacobson recommended tabling the topic until the August Commission meeting.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, TO TABLE FURTHER DISCUSSION AND ACTION OF THE 2020 AMENDED BUDGET APPROVAL TO THE AUGUST 6, 2020 COMMISSION MEETING.

Upon roll call, three members voted “aye”, two members voted “nay”, one member not present. Motion passed.

2021 Preliminary Budget Approval – Discussion

Discussion ensued regarding the 2021 Preliminary Budget Approval. Commission consensus for the City/County contribution was to keep the contribution request the same as past years to hold in escrow with the intention of paying some or all of the contribution back in 3 years if the Airport is in a favorable position to do so.

REPORTS

A. Airport Director

i. Director’s Report – Discussion

Commissioners received a written and verbal report from the Airport Director. Commissioner Jacobson asked the Airport Director which account the money for the Lake Country Cares marketing campaign is coming out of. The Airport Director stated the PR/Marketing Account since we are not using the current amount for radio ads for Essential Air Service marketing because people are flying much less due to the pandemic.

B. Consulting Engineer

Michelle Baird reported Mead & Hunt staff are completing 2020 grant agreement paperwork which includes ARFF truck and equipment, ARFF building design, Oshkosh collaboration for SRE specifications, and beginning to schedule kickoff meeting for runway 16/34 repair design and ARFF building design. Discussion ensued regarding a new FBO facility, moving the FAA antennae and moving the proposed new hangar location.

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OLD BUSINESS

Wings Café lease letter, dated 5/31/2020, request for early lease termination was discussed.

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO TERMINATE THE WINGS CAFÉ CURRENT LEASE TO ENTER INTO A REQUEST FOR PROPOSAL (RFP) BY THE AUGUST 6 COMMISSION MEETING. THIS ALSO AUTHORIZES AIRPORT ADMINISTRATION TO SIGN ALL NECESSARY PAPERWORK FOR THE RFP.

NEW BUSINESS

MOVED AND SECONDED BY KOERING AND AMUNDSON, DULY CARRIED, TO APPROVE AND ALLOW THE CHAIR/VICE CHAIR AND AIRPORT DIRECTOR TO ENTER INTO AN AGREEMENT AND SIGN ALL NECESSARY DOCUMENTS FOR ACCEPTANCE OF A GRANT IN THE TOTAL AMOUNT OF \$1,460,000 FOR THE AIRPORT IMPROVEMENT GRANT.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on August 6, 2020. The Personnel Committee members will meet next prior to the August Commission meeting; date to be determined.

ADJOURNMENT

MOVED AND SECONDED BY KOERING AND JACOBSON, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:45AM TO RECONVENE IN CLOSED SESSION FOR THE AIRPORT DIRECTOR'S ANNUAL EVALUATION.

Respectfully submitted,



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

