

BRAINERD LAKES REGIONAL AIRPORT  
JUNE 4, 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 Passenger Terminal Building by Chair Czeczok.

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

**APPROVAL OF AGENDA** – Approved.

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED WITH THE DATE IN ITEM 4.A. CHANGED TO MARCH 27, 2020.

**CONSENT CALENDAR** – Approved.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDARS OF MARCH 27, 2020 AND MAY 7, 2020 BE APPROVED.

**APPROVAL TO PAY BILLS** – Approved.

MOVED AND SECONDED BY KOERING AND AMUNDSON, 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**

**Mead & Hunt Task Order #2020-1 Aircraft Rescue and Fire Fighting Facility – Final Design – Discussion/Action**

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION ACCEPT AND APPROVE MEAD & HUNT TASK ORDER #2020-1, SUBJECT TO FEDERAL AND STATE FUNDING, AND AUTHORIZE THE CHAIR OR VICE-CHAIR TO SIGN ALL NECESSARY DOCUMENTS.

**Event Request – Sod Busters STOL Competition – Discussion/Action**

MOVED AND SECONDED BY AMUNDSON AND HEADLEY, DULY CARRIED, TO AUTHORIZE AIRPORT ADMINISTRATION TO ENTER INTO AN AGREEMENT TO HOLD THE SOD BUSTERS STOL COMPETITION AT BRD JULY 24-26, 2020.

**REPORTS**

**A. Airport Director**

**i. Director's Report – Discussion**

Commissioners received a written and verbal report from the Airport Director. Commissioner Jacobson asked if anything was received regarding reconstructing the restaurant leased space from the owner. The Airport Director commented he has yet to received anything from the Wings Café owner.

**B. Consulting Engineer**

Michelle Baird reported Task Order #1 will begin and she will submit the grant request tomorrow for the ARFF truck, ARFF equipment, ARFF Foam Testing Cart, ARFF Building Final Design and Runway 16-34 Concrete Pavement Crack Repair. Airport Improvement Program funding is 100% this year.

**OLD BUSINESS**

Commissioner Czczok requested Airport Administration to contact Strateligent regarding website accessibility and to post Commissioner information and Airport minimum standards on website.

**NEW BUSINESS**

Commissioner Koering requested a recap of the Wings Café discussion from the May Commission meeting, as he had to leave the meeting early. Owner, Mark Nesheim, reiterated that he has increased the amount of Airport visitors and Café revenues significantly in the five years he has owned the Café. It was made apparent Wings would have to terminate their current lease early to be able to renovate the kitchen. Loan availability is dependent on the length of the lease and Mark is not able to secure funding for the renovation with a lease that ends in 2021. Commissioner Czczok asked if the Administration or the Commission has impeded renovations in the café. Nesheim stated both entities have not impeded renovations. Chair Czczok mentioned trying different contractors for pricing on the smaller projects to Nesheim. Director Wright stated a Request for Proposal (RFP) would have to be pursued for significant renovation of the space and Wings would have to terminate the lease early to pursue an RFP process. The Leases Committee met regarding this issue on May 21, 2020 and has asked Mr. Nesheim to submit a letter to the Commission to terminate the lease at an earlier date.

**Airport Commission Minutes**  
**June 4, 2020**

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next fiscal workshop on June 9, 2020 and Commissioner Koering indicated he may be late.

**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

