

BRAINERD LAKES REGIONAL AIRPORT
JUNE 6, 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, Paul Koering and Staci Headley. Also present: Steve Wright, Airport Director; Michelle Baird, Project Manager; and Jennifer Knopik, Executive Assistant.

Commission members noted absent: Kevin Stunek

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY KOERING AND CZECZOK DULY CARRIED, TO AMEND AND APPROVE THE AGENDA, TO ADD A MOMENT OF SILENCE FOR THE 75TH ANNIVERSARY REMEMBRANCE OF D-DAY NORMANDY LANDINGS.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the May 2, 2019, with Financial Report of April 2019, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

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

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

Upon roll call, all members voted “aye.”

PUBLIC FORUM

Introductions and Items Not on Agenda

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Discussion – Marketing and Creative Services Update

Aaron Hautala, Director of Strateligent, the contracted Marketing and Creative Services Agency for the Brainerd Lakes Regional Airport, presented the proposed new Website layout and design for the Airport. Suggestions were made by Commissioners and public to improve the layout and design, including: Add a short video in the “About Us” section; add a “search” field at the top of the home page; add a link to directly purchase an airline ticket from BRD to MSP at the very top of the opening page; and an update to partnering company photos and business excerpts.

Discussion/Action – Leasing Policy and Procedures Review

State National CPI percent is used; add rental rates in appendix A; Replace Airport Contracts Administrator

MOVED AND SECONDED BY CZECZOK AND HEADLEY, DULY CARRIED, THAT THE LEASING POLICY AND PROCEDURES BE APPROVED WITH SUGGESTED CHANGES.

Suggested changes to the Leasing Policy include: insert the word ‘National’ in front of Consumer Price Index in Appendix 2 Hangar Design Standards, add rental rates in an Appendix addition; and replace Airport Contracts Administrator. The Director decided to keep the Airport Contracts Administrator as the airport contracts administrator because this is any staff member authorized to administer contractual information for the airport.

Discussion – Preliminary Budget Discussion

Chair Jacobson suggested a change to approving the Preliminary Budget annually: the Commission Chair, Airport Director, County Representative and City Representative will meet as a committee to discuss the budget annually prior to the July meeting. Results will be brought to the attention of the Commission for a vote.

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 on the recent school airport tours, June/July flight enplanements are at full capacity and airport radio advertising will cease until numbers decrease during the Fall season. The purchase of the new ARFF fire truck is not finalized but it is being coordinated through the Sourcewell contract.

B. Consulting Engineer

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i. General Aviation Arrival/Departure Building – Update/Action

Michelle Baird, Project Manager from Mead & Hunt, stated the GA Terminal construction is finalizing and Mead & Hunt is discussing improvements for the wood slat exterior on the front of the building. An evaluation form was given to Commissioners to send in regarding Mead & Hunt's performance at BRD.

OLD BUSINESS

a. Airport Director Annual Evaluation

Commissioners discussed and evaluated the Airport Director annual performance.

NEW BUSINESS - None

NEXT MEETING

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

ADJOURNMENT

MOVED AND SECONDED, DULY CARRIED, THAT THE COMMISSION MEETING
ADJOURN AT 10:15 A.M TO THE GRAND OPENING/AIRPORT OPEN HOUSE
SATURDAY, JUNE 29.

Respectfully submitted,



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

