

BRAINERD LAKES REGIONAL AIRPORT
MARCH 5, 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, Kevin Stunek, Staci Headley and Paul Koering. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; and Jennifer Knopik, Executive Assistant.

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE AGENDA BE APPROVED AFTER ADDING THE AIR SERVICE MARKETING GRANT APPLICATION APPROVAL TO ITEM 11 NEW BUSINESS.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of February 6, 2020, with Financial Report of January 2020, as distributed.

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT 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, AFTER EDITING THE M-B COMPANIES DESCRIPTION TO “REPLACEMENT OF WAFERS”.

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 2020-2 – Discussion/Action

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT

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THE COMMISSION ACCEPT MEAD & HUNT TASK ORDER 2020-2 NOT TO EXCEED \$18,841, CONTINGENT ON A GRANT RECEIPT AND AUTHORIZE THE CHAIR TO SIGN ALL NECESSARY DOCUMENTS.

Commission Goals Update – Discussion

Chair Czeczok suggested saving goals that have been met. Commissioner Jacobson gave the Executive Assistant changes to the 2020 goals in written form.

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 a mention of a North Memorial memorialization plaque that will be displayed in the Administration Office, the 2019 Annual Report, a recent press release and the Annual Airport Conference scheduled in Rochester in April.

B. Consulting Engineer

Michelle Baird is finalizing a grant application to MNDOT by May 18 that will include a grant request for a replacement ARFF firetruck, clothing and equipment, an ARFF foam test cart, 16/34 crack repair and the ARFF building design. Baird has been in contact with the solar farm builder who is communicating with MnDOT and the FAA with the project slated to begin by the end of the year and construction starting in Spring 2021.

OLD BUSINESS

Commissioner Jacobson inquired about the large hangar construction possibility. The Airport Director has scheduled a meeting with tenants on the waiting list to discuss funding possibilities and to gauge actual interest.

NEW BUSINESS

Air Service Marketing Grant Approval – Discussion/Action

MOVED AND SECONDED BY KOERING AND AMUNDSON, DULY CARRIED, TO APPROVE AND ALLOW THE CHAIR AND AIRPORT DIRECTOR TO ENTER INTO AN AGREEMENT FOR A GRANT IN THE TOTAL AMOUNT OF \$87,625.00: STATE \$24,867.00 AND LOCAL \$62,758.00 FOR AIR SERVICE MARKETING.

NEXT MEETING

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

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on March 5, 2020.

ADJOURNMENT

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 10:50AM.

Respectfully submitted,



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

