

BRAINERD LAKES REGIONAL AIRPORT
MAY 2, 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 and Kevin Stunek. 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, and Staci Headley

APPROVAL OF AGENDA – Approved.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA, POSTPONING THE DIRECTOR'S EVALUATION CLOSED SESSION UNTIL THE NEXT MEETING ON JUNE 6, 2019.

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the April 4, 2019, with Financial Report of March 2019, as distributed. The following corrections were made to the Minutes: Replace Commissioner Czczok with Chair Jacobson under Approval of Agenda; and to add "Brainerd Elev. 1232" to the notice of what the MN 99's will be painting on the ramp on May 10th, under Public Forum.

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE CONSENT CALENDAR BE APPROVED WITH CORRECTIONS.

MOVED AND SECONDED BY STUNEK AND AMUNDSON, DULY CARRIED, THAT THE FINANCIAL REPORT ACCOMPANYING THE APRIL MEETING MINUTES 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 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

**Discussion/Action – Airport Maintenance and Operation Grant Contract 2019-2021
Resolution**

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO AUTHORIZE THE AIRPORT DIRECTOR AND CHAIR TO SIGN NECESSARY GRANT DOCUMENTS TO APPROVE AND ACCEPT THE AIRPORT M&O GRANT CONTRACT.

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 short briefing on the gear-up landing from the previous Sunday, thanking the Brainerd Airport Aircraft Rescue and Firefighters, Brainerd Fire Department, North Memorial Ambulance, and Crow Wing County Sheriff with assistance by the local aircraft service NorthPoint Aviation. Live Fire Training was conducted last month on the airport ramp, highlights from the MCOA Conference and a reminder to Commissioners that the Administration will be preparing the Preliminary Budget for the June meeting to finalize by August 1st.

ii. Highway 210 Construction Update

The Airport Director provided a briefing on his meeting with MNDOT staff. The Highway 210 construction will begin around July 4th, but in the vicinity of the Airport, construction will begin after the BIR Nationals event weekend in August. This is expected to include with 10 days without pavement in front of the airport entry. The Highway may be down to one lane occasionally but will not fully close at all during the project. For further updates, please keep watching the MNDOT construction updates online or in the newspaper. Discussion ensued how to alert the public traveling through the airport of construction and increased amount of driving time to and from the airport.

B. Consulting Engineer

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

Michelle Baird, Project Manager from Mead & Hunt, stated the final walk-through and final punch list have been conducted. Contractors are waiting for better weather to finish the exterior.

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May 2, 2019**

May 24 is the contract end date and there should be no problem to meeting that date. Paul Strege, Principle Engineer, provided an update to the Commission there is a change order to build the entrance exterior bituminous walkway to ADA standards including approximately \$30,000 of civil site work which is 100% eligible for federal funding. Mead and Hunt will contribute the local share for the unexpected increase in project cost.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, TO AUTHORIZE THE INCREASE IN PROJECT COST FOR AN ADA COMPLIANT ENTRANCE NOT TO EXCEED \$40,000 INCLUDING MEAD & HUNT'S 2.5% LOCAL SHARE MONETARY CONTRIBUTION.

OLD BUSINESS

Commissioner Czczok asked for clarification if the Airport Director was going to schedule a MNDOT/Public Tenant meeting after the last meeting with MNDOT staff. The Airport Director no longer deems it necessary to hold such a meeting for the project due to the detail provided by MNDOT.

NEW BUSINESS - None

NEXT MEETING

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

ADJOURNMENT

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

Respectfully submitted,



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