

BRAINERD LAKES REGIONAL AIRPORT  
MAY 7, 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; and Jennifer Knopik, Executive Assistant.

**APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE AGENDA BE APPROVED AFTER ADDING THE WINGS CAFÉ LETTER REVIEW UNDER NEW BUSINESS.

**CONSENT CALENDAR – Approved.**

Chair Czeczok requested to postpone the approval of the Emergency Meeting of March 26, 2020 Minutes. Approval of Minutes for the regular meeting of March 5, 2020 and special meeting April 20, 2020 was presented.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDARS OF MARCH 5, 2020 AND APRIL 20, 2020 BE APPROVED.

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY AMUNDSON AND KOERING, 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**

**Federal Operational Grant Acceptance – Discussion/Action**

This is the first roll-out of the CARES Act Operational Federal Grant in the amount of \$3,838,980 and will be used for reimbursement of Operations and Maintenance expenses only

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during a four-year period as defined by the Federal Aviation Administration.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE COMMISSION ACCEPT THE CARES ACT GRANT AGREEMENT AMOUNT OF \$3,838,980.00 SPANNING A PERFORMANCE PERIOD OF FOUR YEARS, CONTINGENT ON A GRANT RECEIPT, AND AUTHORIZE THE VICE-CHAIR TO SIGN ALL NECESSARY DOCUMENTS.

**Mead & Hunt Task Order #2020-3: Runway 16/34 Crack Repair Design – Discussion/Action**

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, TO ACCEPT THE MEAD & HUNT TASK ORDER #2020-3 AS PRESENTED IN THE AMOUNT NOT-TO-EXCEED \$163,062.00 FOR ENGINEERING DESIGN SUBJECT TO RECEIPT OF FEDERAL AND STATE FUNDING.

**Airport Rescue Fire Fighting Truck Purchase Award - Discussion/Action**

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE COMMISSION APPROVE THE PURCHASE AWARD FOR THE ARFF TRUCK TO THE OSHKOSH CORPORATION IN THE AMOUNT NOT-TO-EXCEED \$689,334.00, SUBJECT TO RECEIPT OF THE FEDERAL AND STATE FUNDING.

**Airport Rescue Fire Fighting Equipment Award - Discussion/Action**

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION APPROVE THE BID TABULATION AND THE PURCHASE AWARD RECOMMENDATION FROM MEAD & HUNT FOR THE ARFF EQUIPMENT, SUBJECT TO RECEIPT OF THE FEDERAL AND STATE FUNDING.

**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 contracting with Airport Business Solutions for fiscal assessment of the Brainerd Airport. Commissioner Jacobson requested a budget, fiscal and priority management workshop. Airport staff will schedule a workshop during the month of June.

**B. Consulting Engineer**

Michelle Baird reported the crack repair project will begin with the design phase. The runway repairs will be bid Spring 2021. The Airport will receive delivery of the ARFF truck in approximately 18 months and ARFF gear by winter 2020.

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**OLD BUSINESS**

Commissioner Jacobson inquired about the solar project status. The Airport Director stated the developer hired a consultant to meet FAA requirements. Administration is working on a long-term lease for the project.

**NEW BUSINESS**

**Mark Nesheim/Wings Café Letter to Commissioners**

A letter was received from Wings Café owner, Mark Nesheim, regarding the Wings Café lease and possibilities to renovate their space; discussion ensued. The details are scheduled to be discussed at a Leases Committee meeting prior to the June Commission meeting.

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting on June 4, 2020.

**ADJOURNMENT**

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN AT 11:45AM.

Respectfully submitted,



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