

BRAINERD LAKES REGIONAL AIRPORT  
NOVEMBER 7, 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, Kevin Stunek, Staci Headley and Paul Koering. Also present: Michelle Baird, Project Manager; Steve Wright, Airport Director; and Jennifer Knopik, Executive Assistant.

**APPROVAL OF AGENDA – Approved.**

MOVED AND SECONDED BY KOERING AND CZECZOK, DULY CARRIED, THAT THE AGENDA BE APPROVED.

**CONSENT CALENDAR – Approved.**

Approval of Minutes for the regular meeting of October 3, 2019, with Financial Report of September 2019, as distributed.”

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

**APPROVAL TO PAY BILLS – Approved.**

MOVED AND SECONDED BY STUNEK 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 with one correction to remove a bill that was added to the following bill cycle per the Airport Director.

Upon roll call, all members voted “aye.”

**PUBLIC FORUM**

**Introductions and Items Not on Agenda**

**Master Consultant Selection – Discussion**

Discussion ensued regarding the Master Consultant Selection Process including voting by secret ballot to avoid influence from discussing the applicants prior to the vote.

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**Solar Development Update – Discussion**

Commissioner Stunek and Chair Jacobson from the Leases sub-committee will meet and collaborate with Brainerd Public Utilities to plan for solar development on airport land on Tuesday, November 19<sup>th</sup>.

**REPORTS**

**A. Airport Director**

**i. Director's Report – Discussion**

Commissioners received a written report from the Airport Director. The Director's verbal report included Part 139 inspection discussion, mention of the airport phone system repair scheduled for December and his work with MPCA to remove contaminated soil from the helicopter crash site.

**B. Consulting Engineer**

Michelle Baird stated that Mead & Hunt is working with the Airport Director on Capital Improvement Plan and Federal grant planning.

**OLD BUSINESS**

Chair Jacobson asked about the new ARFF/SRE building status. The Airport Director mentioned the receipt of positive reports about the Governor's statewide bonding tour regarding the partnership between MNDNR and the Office of Aeronautics.

**NEW BUSINESS**

Chair Jacobson asked about possible large hangar construction. The Airport Director is in the process of identifying funding sources. Jacobson requested to add the subject to the January 2020 agenda.

**NEXT MEETING**

All commissioners present indicated that they would be able to attend the next regular meeting with a start time of **9AM** due to the consultant interviews.

**ADJOURNMENT**

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, THAT THE COMMISSION MEETING ADJOURN.

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a stylized flourish at the end.

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