

BRAINERD LAKES REGIONAL AIRPORT
OCTOBER 1, 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 Passenger Terminal Waiting Area by Chair Czeczok.

Upon roll call, the following Commission members were noted present: Jeff Czeczok, Chair; Don Jacobson, Kevin Stunek, Paul Koering, Trudi Amundson, Vice Chair; Keith Riedel present via Webex. 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 KOERING, DULY CARRIED, THAT THE AGENDA BE APPROVED.

Upon roll call, all members voted “aye”.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of September 3, 2020, with Financial Report of August 2020, as distributed.

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

Upon roll call, all members voted “aye”.

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, THAT THE PAYMENT OF ALL BILLS EMAILED TO THE COMMISSIONERS PRIOR TO THE MEETING BE APPROVED.

It was confirmed that the motion included all bills emailed to the Commissioners.

Upon roll call, all members voted “aye”.

PUBLIC FORUM

Introductions and Items Not on Agenda

New Commissioner, Keith Riedel was welcomed.

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 hiring an ARFF staff replacement as Mike Arnold has submitted his retirement notice for November 29. Commissioner Amundson asked how the proposed new DNR facility is developing. The Airport Director said that facility is still in the financial bonding process and is on hold at this time. Commissioner Jacobson asked about the solar field project progress. The Airport Director said it is still under development waiting for federal funding and utility design. Chair Czczok asked if we have received reimbursement for our first 6 months' of 2020 expenses under the CARES Act M&O grant. The Airport Director stated we are waiting for reimbursement from our August 7 credit application, and we have feedback that MNDOT Aeronautics is currently at 50% staffing capacity. Our application has not been processed yet.

B. Consulting Engineer

Michelle Baird reported the ARFF SRE design is 30% complete and Mead & Hunt should be able to bring the design to the Commission in November. Runway 16-34 crack repair design is underway and the soil under the runway has been found to be compacted to the point water is not draining away from the runway. A draining system or drain tile will need to be installed and panels will need repair. The work will be completed summer 2021 with safety measures in place until then.

OLD BUSINESS

Discussion – Jet Fuel Tank Repair

The jet fuel tank is contaminated and, recently, has a small, contained leak. The airport has hired a vendor to inspect and repair the tank, scheduled for October.

Chair Czczok will be the Commission member to sit on the hiring panel for the ARFF Supervisor interviews.

Commissioner Jacobson inquired if the RFP for the Airport Café lease is open. The Airport Director confirmed the advertisements are posted.

NEW BUSINESS

Discussion/Action – Airport Independent Flight Instructor Permit

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE LEASES COMMITTEE WILL MEET WITH BRD FLIGHT INSTRUCTORS PRIOR TO NOVEMBER MEETING AND BRING THIS TOPIC BACK TO THE COMMISSION AT THE NOVEMBER 5 MEETING.

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Upon roll call, all members voted “aye”.

Discussion – Airport Director, Activities Plan – Enhancing Airport Business Development

The Airport Director presented the need to create a business plan for future development. The National Aviation Trade Association (NATA) will be visiting BRD during the second week of October.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on November 5, 2020.

ADJOURNMENT

MOVED AND SECONDED BY JACOBSON AND AMUNDSON, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN, AT 10:30AM, TO THE PENDING DATE OF THE NATA MEETING DURING THE SECOND WEEK OF OCTOBER.

Upon roll call, all members voted “aye”.

Respectfully submitted,



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

