

BRAINERD LAKES REGIONAL AIRPORT
OCTOBER 3, 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 AMUNDSON AND KOERING, DULY CARRIED, THAT THE AGENDA BE APPROVED.

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of September 5, 2019, with Financial Report of August 2019, as distributed.

MOVED AND SECONDED BY CZECZOK AND STUNEK, DULY CARRIED, THAT THE CONSENT CALENDAR AND ACCOMPANYING FINANCIAL REPORT 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

REPORTS

A. Airport Director

i. Director’s Report – Discussion

**Airport Commission Minutes
October 3, 2019**

Commissioners received a written report from the Airport Director. The Director's verbal report included a description of adding a 2019 capacity line to the enplanement chart. Also, discussions ensued regarding the recent Request for Qualifications, solar panel installation on airport grounds and working with Crow Wing County IT for support.

B. Consulting Engineer

Michelle Baird stated the GA Terminal construction is complete and the final payment has been paid to Nor-Son. She is now working on the closeout with Steve. The Airport Director mentioned there are still a few repairs needed in GA Terminal including a window leak.

OLD BUSINESS

The Airport Director started a discussion on the sewer/water utility charges to the airport citing the 1970 City policy for entities outside of city limits. The state bonding request 2020 and primary projects under consideration were also discussed.

NEW BUSINESS

Commissioner Amundson regaled her experience participating in the Grass is a Gas Poker Run on September 7 and the North Point Aviation sponsored Flugtag participation on September 7. Joe Birkemeyer suggested the Airport Administration consider building more large 60 x 60 hangars due to demand for them.

NEXT MEETING

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

ADJOURNMENT

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

Respectfully submitted,



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