

BRAINERD LAKES REGIONAL AIRPORT
SEPTEMBER 3, 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, and Paul Koering. Also present: Steve Wright, Airport Director; Michelle Baird, Program Manager; and Jennifer Knopik, Executive Assistant. Not present: Trudi Amundson, Vice Chair; Staci Headley.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes for the regular meeting of August 6, 2020, with Financial Report of July 2020, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY JACOBSON 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, five members voted “aye”; one member not present.

PUBLIC FORUM

Introductions and Items Not on Agenda

Review of Essential Air Service Bids and Approve Community Response – Discussion/Action

Two airline companies presented proposals for the Essential Air Service (EAS), Boutique Air and SkyWest Airlines. The Airport Director provided a written recommendation for SkyWest Airlines to receive the EAS contract and a draft letter to the Department of Transportation

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naming SkyWest as the receiving party for the Brainerd Airport EAS contract.

MOVED AND SECONDED BY JACOBSON AND STUNEK, DULY CARRIED, THAT THE ESSENTIAL AIR SERVICE CONTRACT BE APPROVED FOR SKYWEST AIRLINES SERVICE, AND WITH THE PROPER SIGNATURES, INCLUDING THE COMMISSION CHAIR, THE LETTER OF SUPPORT BE SENT TO THE DEPARTMENT OF TRANSPORTATION AS WRITTEN.

Review of Airport Café RFP and Lease Options – Discussion/Action

The final draft Restaurant RFP was emailed to Commissioners prior to the meeting. Discussion ensued. Commissioner Jacobson suggested allowing bidders to take over the restaurant as is and collaborate with the Commission and Airport Administration on reconstruction plans. Chair Czczok added Administration communication to be fair to all proposers during the review process to the RFP.

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO APPROVE AND ADVERTISE THE AIRPORT RESTAURANT RFP, AS AMENDED, ADDING ALL ANSWERS PROVIDED TO PROPOSERS QUESTIONS WILL BE EQUITABLY AND FAIRLY PROVIDED TO ALL VIA EMAIL.

Discussion/Action – Approval for New Position – Assistant Director- ARFF/Operations

Chair Czczok added to include the requirements of all ARFF certifications for ARFF personnel in the description. Commissioner consensus with require one Commission member to serve on the hiring committee for this position.

MOVED AND SECONDED BY KOERING AND STUNEK, DULY CARRIED, TO APPROVE THE AMENDED NEW ASSISTANT DIRECTOR POSITION AND PREPARE THE HIRING PROCESS WITH A HIRE DATE OF JANUARY 1, 2021 AND INCLUDING ALL ARFF CERTIFICATIONS AND REQUIREMENTS IN THE POSITION DESCRIPTION.

Discussion/Action – Professional Services Task Orders for CARES Act Development Projects

MOVED AND SECONDED BY JACOBSON AND KOERING, DULY CARRIED, TO APPROVE MEAD AND HUNT TASK ORDERS 2020-4, 2020-5, AND 2020-6, AS PRESENTED.

REPORTS

A. Airport Director

i. Director’s Report – Discussion

Commissioners received a written and verbal report from the Airport Director. The Director

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reported is only selling 60% of all available seats on most flights out of Brainerd and the passengers within the Brainerd Lakes Region are purchasing all of the available seats.

B. Consulting Engineer

Michelle Baird reported a new contractor is being secured to improve the wood installed on the front of the GA building. Mead & Hunt will hit the ground running on the 3 approved task orders.

OLD BUSINESS - None

NEW BUSINESS

Chair Czeczok asked if there has been a recent problem with the jet fuel tanks the FBO is operating and added the item to the next agenda. The Director stated he has been collaborating with the FBO manager to come up with the solution to this problem.

NEXT MEETING

All commissioners present indicated that they would be able to attend the next regular meeting on October 1, 2020.

ADJOURNMENT

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, THAT THE COMMISSION PUBLIC MEETING ADJOURN AT 11:20AM.

Respectfully submitted,



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

