

BRAINERD LAKES REGIONAL AIRPORT
SEPTEMBER 5, 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 Czeczok, Vice Chair; Trudi Amundson, Kevin Stunek, Staci Headley and Paul Koering. Also present: Steve Wright, Airport Director; and Shaun Miller, Executive Assistant Intern.

APPROVAL OF AGENDA – Approved.

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

CONSENT CALENDAR – Approved.

Approval of Minutes of the Regular Meeting of the August 1, 2019, with Financial Report of July 2019, as distributed.

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

APPROVAL TO PAY BILLS – Approved.

MOVED AND SECONDED BY KOERING AND STUNEK, 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

Mike Petersen provided an update on upcoming events.

REPORTS

A. Airport Director

i. Director’s Report – Discussion

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Commissioners received a written report from the Airport Director for the months of July and August. The Director's verbal report included a brief of the beginning of a partnership with Brainerd Public Utilities to construct a solar farm of approximately 30 acres on airport property. The solar panels would generate approximately 2 Megawatts of power for financial or power contribution to the airport expected to commence in Fall 2020.

ii. Passenger Demand Summary – Continuation of Strategic Planning - Discussion

The Airport Director paraphrased the Passenger Demand Summary compiled by Mead & Hunt.

B. Consulting Engineer

Not present.

MASTER CONSULTANT SELECTION – Discussion/Action

MOVED AND SECONDED BY STUNEK AND KOERING, DULY CARRIED, THAT THE AIRPORT DIRECTOR MAY PROCEED WITH THE MASTER CONSULTANT SELECTION REQUEST FOR QUALIFICATIONS, LIMITING EACH SUBMITTED STATEMENT OF QUALIFICATIONS (SOQ) TO 20 PAGES INSTEAD OF 30 PAGES.

SOQ submission deadline is October 25 and selection will be finalized in February 2020.

OLD BUSINESS

Commissioner Czczok asked how the EAA is progressing with the airframe to be displayed in the Main Terminal. Mike Petersen relayed that the frame is ground down smooth and is ready to cover. In October the airframe will be moved to a shop to recover it and it should be ready next Fall 2020.

NEW BUSINESS

Commissioner Czczok requested a separation of each utility in the Brainerd Public Utilities bill received each month to further track utility expenses. Commissioners Stunek and Czczok will provide an update at the next meeting regarding entities paying double utility fees through BPU.

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.

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Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Steven A. Wright", with a long horizontal flourish extending to the right.

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