



## MINUTES OF THE MEETING

DATE: November 18, 2014

PLACE: Amatuzio Conference Room  
Duluth International Airport, Duluth, MN

DIRECTORS PRESENT: Mike Lundstrom  
Ken Stromquist  
Pat Mullen  
Heather Rand  
Ken Butler  
Richard Stewart

DIRECTORS ABSENT: Sue Ross

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Joan Christensen, Assistant City Attorney  
Blaine Peterson, Director of Operations  
Natalie Peterson, Com. & Marketing Director  
Ryan Welch, Terminal Facilities Manager  
Joelle Bodin, Finance & Administration Director  
John DeCoster, Trillion Aviation  
Kathy Carver, Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Scott Sannes, SEH  
Don Monaco, Monaco Air Duluth  
Mike Magni, Monaco Air Duluth  
Monique Forcier, Crystal Clean  
Mike Dosan, Kraus Anderson  
Steve Overom, City of Hermantown Attorney  
John Mulder, Hermantown Administrator

President Lundstrom welcomed everyone and called the meeting to order at 8:00 a.m. He mentioned to sign up for opportunity to be heard and invited Mr. Werner to speak. Mr. Werner presented on the Executive Director review.

### EXECUTIVE DIRECTOR'S REVIEW

Modest increase for air services year to date. United very strong due to seasonal 4<sup>th</sup> flight. Allegiant also had a good month. Positive Sun Country introductory meeting.

- Airfield Operations & Development: Mr. Blaine Peterson, Director of Operations, spoke on the general engineering consultant selection timeline and selection committee. Landside Operations – updated on the parking ramp construction and final punch lists and details on certificate of occupancy. Friday will be the first day of usage.
- Marketing – Ms. Natalie Peterson, Communications & Marketing Director, overviewed on the Chambers ribbon cutting and social hour event on Thursday for the grand opening of the new parking ramp. Available at the event -- craft brewery sampling, appetizers, Thanks Again and corporate parking tables along with giveaways and tours. Bentleyview Golden Ticket drawing event will be December 19<sup>th</sup> and DLH volunteer night is December 21<sup>st</sup>.

Questions and discussion followed on several of the Executive Directors review items. Dir. Rand moved to approve the October 21<sup>st</sup> meeting minutes and other consent items below. Dir. Butler seconded. Motion carried.

#### CONSENT ITEMS

Cash disbursement sheet #23, 2014. Construction Fund sheet #13, 2014.

E-mail from Monaco Air Foundation with summary of October 2014 activities.

Letter from DAA to St. Louis County Land Commissioner regarding conditional use deed 55126.

Thank you letter from Memorial Blood Centers to DA for the September 11<sup>th</sup> Duluth International Airport Blood Drive.

AirTAP Briefings article “An Airport’s Story: Duluth International

#### OPPORTUNITY FOR PERSONS TO BE HEARD

Mr. Steve Overom, Hermantown City Attorney, explained he believed an agenda item today was to have a discussion on the Runway 3/21 topic. He commented on several solutions for this issue. Question followed. Mr. John Mulder, Hermantown Administrator, also commented on the Runway 3/21 issue and believes it is important for the Joint Airport Zoning board to hire professional assistance for this issue. Pres. Lundstrom thanked Mr. Overom and Mr. Mulder for their comments and input. Will stay engaged as this issue moves forward.

#### OLD BUSINESS

Mr. Peterson summarized on the Sky Harbor Airport Layout Plan. Mr. Werner detailed further on major points for the layout plan. Dir. Butler moved to adopt and approve the Duluth Sky Harbor (DYT) Airport Layout Plan (ALP). Dir. Stewart seconded. Motion carried.

#### NEW BUSINESS

Mr. John DeCoster summarized on the Hangar 103 lease agreement with Lake Superior College. Dir. Rand moved to approve the resolution for a lease agreement for Hangar 103 between MN

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State Colleges and Universities (MNSCU) Lake Superior College (LSC) and the Duluth Airport Authority. Dir. Mullen seconded. Pres. Lundstrom congratulated and thanked DAA, City of Duluth and LSC for their work on this agreement. Questions followed. Motion carried.

Mr. DeCoster overviewed on the FAA tower agreement. Mr. Werner expressed his appreciation to Mr. DeCoster for his work on this agreement. Dir. Stewart moved to approve the Air Traffic Control Tower (ATCT)/TRACON lease agreement contract number DTFACN-15-L-00068 between the Federal Aviation Administration (FAA) and the Duluth Airport Authority. Dir. Stromquist seconded. Motion carried.

Pres. Lundstrom adjourned the November 18<sup>th</sup> DAA board meeting at 8:28 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 12-16-14