



## MINUTES OF THE MEETING

DATE: February 18, 2014

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

DIRECTORS PRESENT: Michael Lundstrom  
Roger Wedin  
Sue Ross  
Pat Mullen  
Ken Stromquist  
Heather Rand  
Heather Rand  
Ken Butler

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  
Joelle Bodin, Finance & Administration Director  
Ryan Welch, Terminal Facilities Manager  
Brian Madsen, Sky Harbor Manager  
John DeCoster, Trillion Aviation  
Mike Magni, Monaco Air Duluth  
Mike Dosan, Kraus Anderson  
Andy Towner, Kraus Anderson  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SHE  
Sarina Webb, Crystal Clean  
Monique Forcier, Crystal Clean  
Mike Gardinio, MN Power

President Lundstrom welcomed everyone and called the meeting to order at 8:00 a.m. He invited Mr. Werner to present on the Executive Director review.

### EXECUTIVE DIRECTOR'S REVIEW

- Slight increase in total passengers numbers which is positive. Update and impacts on industry pilot shortage.
- Airside operations – Collective Bargaining Agreement, Ms. Joelle Bodin, Director of Administration and Finance, summarized on the three year

tentative agreement. Mr. Werner spoke on Minimum Standards stakeholder meetings, process and revisions. Mr. Blaine Peterson, Director of Operations, announced that Mr. Steve Wabrowetz has been hired as the new Airside Manager and gave his background information. Ms. Natalie Peterson, Communications and Marketing Director, updated on the food and beverage transition and future timelines, Mr. Werner thanked Ms. Peterson for her help in the transition. He spoke on Sky Harbor – regular tenant meetings to start next week. Ms. Kaci Nowicki, SEH briefed on the environmental assessment.

- Marketing – Ms. Peterson spoke on the Thanks Again program, spring campaign messaging and Duluth and St. Louis County Days at the Capitol in March.
- Legislative front – Senator Franken met here with local aviation leaders last month and the next Northern Aero Alliance meeting is scheduled March 19<sup>th</sup> here at the airport.
- Presentations -- Transportation and Infrastructure Day for Leadership Duluth members.

Questions and discussion followed on several of the Executive Directors review items. Dir. Wedin moved to approve the minutes and other consent items below. Dir. Mullin seconded. Motion carried.

#### CONSENT ITEMS

January 21, 2014 meeting minutes.

Cash disbursement sheets #2 and #3, 2014. Construction Fund sheets #1 and #2, 2014.

Duluth International Airport news releases “Duluth International Airport Gets a Fourth Flight to Chicago”; United Sales “Travel Waiver: Midwest Winter Storm January 26-28, 2014”; DNT “Allegiant Air ‘An Incredible Success Story’ for Duluth Airport” and Minnesota Construction (MCA) newsletter “Duluth International Airport Passenger Terminal Selected as 2014 MAC Choice Award Recipient”.

Thank you letter from Senator Al Franken to DAA for the discussion meeting on the aviation sector.

E-mail from Monaco Air Foundation to DAA with summary of January 2014 activities.

News release from phillynews.com “U.S. Airlines Facing Pilot Shortage”.

Letter from U.S. Customs & Border Protection to DAA regarding allowing a temporary General Aviation Facility at Fixed Base Operations (FBO).

### OLD BUSINESS

Mr. Werner explained the amended rates and charges. Mr. John DeCoster, Trillion Aviation further detailed. Discussion followed. Dir. Rand moved to approve the resolution to amend the Duluth Airport Authority 2014 list of rates and charges. Dir. Stromquist seconded. Motion carried.

Mr. Mike Dosan, Kraus Anderson Project Manager, updated on the progress and timeline of the parking ramp construction. He requested the Board members view the samples of the precast wall panels and pass on their preference. Mr. Dosan spoke on the one year anniversary of the new terminal and warranty items. He presented the Minnesota Construction (MCA) Choice Award the New Terminal Project was awarded and explained DAA and Kraus Anderson will be speaking to the MCA members regarding this project. Questions and discussion followed. Mr. Dosan was thanked for his presentation and congratulated on the award.

### NEW BUSINESS

Mr. Peterson summarized on the process for the janitorial services. Dir. Stromquist moved to approve the resolution for the janitorial contract between the DAA and Crystal Clean. Dir. Ross seconded. Questions followed. Motion carried.

Mr. Peterson explained the amendment to the Jamar contract. Questions followed. Dir. Mullen moved to approve the resolution for the first amendment for the Duluth International Airport heating, ventilation, air conditioning and refrigeration services contract between the DAA and Jamar Company. Dir. Stromquist seconded. Motion carried.

Ms. Peterson described and spoke on the marketing agreement. Dir. Stromquist moved to approve the resolution for the marketing agreement for a corporate level sponsorship between the DAA and Kernz & Kompnay for the 2014 Duluth Airshow. Dir. Rand seconded. Questions and comments followed. Motion carried.

Mr. Werner summarized on the Federal Inspection Service (FIS) issue at the Fixed Base Operations. Mr. Mike Magni, Monaco Air Duluth, explained that the Duluth International Airport is a designated International Port of Entry and summarized on the process, expertise and service for General Aviation (GA) and international tech stops. He described the US Custom Border Control requirements for a FIS area and the challenges. He proposed a solution for Monaco Air Duluth to dedicate an entire floor toward a GA FIS Customer Center

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with USCBP requirements at the current FBO and building a new GA Customer Facility adjacent to grow the momentum and business at the Duluth International Airport. Comments and discussion followed. Mr. Werner detailed further. Mr. Magni was thanked for his presentation.

Mr. John DeCoster, Trillion Aviation, presented background information and summarized on the Sky Harbor business plan. He spoke on contracts, rates, revenues and options. Sky Harbor Tenant meetings will begin next week. Questions and discussion followed. Mr. DeCoster was thanked for his presentation.

Pres. Lundstrom adjourned the February 18<sup>th</sup> DAA board meeting at 9:50 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 3-18-14