



## MINUTES OF THE MEETING

DATE: June 17, 2014

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

DIRECTORS PRESENT: Mike Lundstrom  
Roger Wedin  
Sue Ross  
Heather Rand  
Ken Butler

DIRECTORS ABSENT: Ken Stromquist  
Pat Mullen

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Steve Hanke, Assistant City Attorney  
Natalie Peterson, Com. & Marketing Director  
Ryan Welch, Terminal Facilities Manager  
Brian Madsen, Sky Harbor Manager  
John DeCoster, Trillion Aviation  
Kathy Carver, Acting Fin. & Admin Dir. /Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Don Monaco, Monaco Air Duluth  
Mike Magni, Monaco Air Duluth  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Allyz Kramer, SEH  
Sabrina Taylor, Delta Air Lines  
Monique Forcier, Crystal Clean  
Andy Towner, KACC  
Anne Thomas, Budget Rent A Car  
Dave Poulin, Park Point Community Club  
Eric Monson, Lake Superior Helicopters  
Candace Renalls, DNT

President Lundstrom welcomed everyone and called the meeting to order at 7:59 a.m. He invited Mr. Werner to present on the Executive Director review.

### EXECUTIVE DIRECTOR'S REVIEW

- Total passenger numbers year to date are up 2.2% which is a modest growth, Month of

May up 5.6%. Air service changes – Delta down 1.7% but added mainline airbus June through October, then CRJ900 through December and DTW services is back through end of year. United is up 4.3% and fourth flight started in June. Allegiant is up 10.5%.

- Airfield Operations & Development: Zoning meeting with Mn/DOT Aeronautics, Rice Lake Township and Hermantown very productive. Presentation to Hermantown Business Community on Zoning issues and Airport intentions. Mr. Ryan Welch, Airport Facilities Manager, updated on Airside Operations -- pavement resurfacing project; equipment maintenance. Landside -- parking ramp construction update, skywalk target date, preparation of August Air Show. Mr. Werner mentioned plans for a new commercial transportation policy with the new parking ramp. Sky Harbor -- briefed on EA meetings regarding public engagement.
- Marketing – Ms. Natalie Peterson, Communications & Marketing Director, briefed on the three phases of marketing for the Allegiant Las Vegas service, conference and spoke on marketing phases and other opportunities; Delta Sky Magazine Duluth feature; Business in Focus magazine, redesign of website and new touch screen kiosk by the baggage claim area.
- The next Northern Alliance meeting is scheduled for July 16<sup>th</sup> at the LSC downtown location.
- AAAE national conference.

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

#### CONSENT ITEMS

May 15, 2014 meeting minutes.

Cash disbursement sheets #10, #11 and #12, 2014. Construction Fund sheet #7, 2014.

Aviation news releases United Express release “United CEO Issues Statement on News of the Death of Jim Oberstar”; Honor Flights Northland press release “The 7<sup>th</sup> Honor Flight Northland”; DAA news release “Duluth Airport and Extension of 2<sup>nd</sup> Runway, Rebuilding Primary Runway” and RS&H summary and timeline of Duluth Airport runway rehabilitation and extension projects.

Thank you letter from DAA to Senator Bakk and Senator Reinert for the recommendation to consider naming the new Duluth International Airport terminal in honor of former US Representative James L. Oberstar.

E-Mail from Attorney William Burns to DAA representative Assistant City Attorney regarding Hydrosolutions of Duluth.

Memo from Trillion Aviation to all DAA stakeholders regarding the revised draft of the Rules and Standards.

Invite from DAA for the Ribbon Cutting/After Hours Vegas themed opening of the new Arrowhead Tap House.

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

#### OPPORTUNITY TO BE HEARD

Pres. Lundstrom invited Ms. Sabrina Taylor, Delta Airlines, to the table. Ms. Taylor thanked the Board for the opportunity to be heard and expressed Delta Airlines support to the proposed DAA Rules and Standards.

#### OLD BUSINESS

Mr. John DeCoster was invited to speak and gave a brief update on the two concerns from the past meeting regarding the proposed DAA Rules and Standards. The first issue, the redundancy of wording, has been adjusted and the second issue of the language will remain the same. Dir. Rand summarized on the Subcommittee findings and recommended approval of the resolution to adopt the Duluth International Airport Rules and Standards. Dir. Ross seconded. Dir. Lundstrom thanked everyone involved for their hard work on this process. Motion carried.

Mr. Werner spoke on several meetings regarding the Sky Harbor EA/EAW. Ms. Kaci Nowicki, SEH, gave a quick timeline if the EA/EAW is approved today. Mr. Werner mentioned there will be an offsite public open house and public hearing. Dir. Wedin moved to approve the resolution to authorize the publication for the draft EA/EAW document for Sky Harbor. Dir. Ross seconded. Motion carried.

Dir. Butler arrived at 8:30 a.m.

#### NEW BUSINESS

Ms. Peterson summarized on the UMD sponsorship agreement. Dir. Rand moved to approve the resolution to approve a sponsorship agreement between the Duluth Airport Authority and UMD. Dir. Ross seconded. Motion carried.

Ms. Peterson explained the UMD advertisement agreement. Dir. Wedin moved to approve an advertisement agreement between UMD and the Duluth Airport Authority. Dir. Butler seconded. Question followed. Motion carried.

Mr. Welch spoke on the pavement maintenance grant. Dir. Butler moved to approve the resolution to accept and approve MN/DOT agreement #06160, State Project #A6901-178 for pavement maintenance for total grant amount of \$72,660 and to authorize the Authority's President and Secretary to execute the grant agreement. Dir. Rand seconded. Motion carried.

Mr. Welch explained the Taxiway A repair. Dir. Butler moved to award the contract for the

Duluth International Airport Taxiway A repair to Northland Constructors of Duluth in the amount not to exceed \$69,160. Dir. Rand seconded. Questions followed. Motion carried.

Mr. John DeCoster was invited to speak on the rental car audit presentation. He gave background information and explained there were several findings resulting with money due to DAA. Working through issues and reconciling. Overall audit process went great. Questions and discussion followed. Ms. Jana Kayser, Part Time Bookkeeper, and staff were thanked for their work on this audit process.


Pres. Lundstrom spoke on the election of officers. Dir. Wedin spoke on the Executive Committees recommendation for the slate of offices. Dir. Wedin moved to approve the election of the Duluth Airport Officers as Mike Lundstrom President, Ken Stromquist Vice President and Pat Mullen as Secretary. Dir. Rand seconded. Motion carried.

Ms. Peterson explained the air service promotion grant. Dir. Ross moved to approve the resolution to accept Mn/DOT agreement #06255, State Project #A6901-SM022 for air service promotion for a total grant amount of \$86,084.98 and to authorize the Authority's President and Secretary to execute the grant agreement. Dir. Butler seconded. Motion carried.

Pres. Lundstrom adjourned the June 17<sup>th</sup> DAA board meeting at 8:50 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 7-15-14