



## MINUTES OF THE MEETING

DATE: December 16, 2014

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

DIRECTORS PRESENT: Mike Lundstrom  
Sue Ross  
Heather Rand  
Ken Butler  
Richard Stewart

DIRECTORS ABSENT: Pat Mullen  
Ken Stromquist

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Blaine Peterson, Director of Operations  
Natalie Peterson, Com. & Marketing Director  
Joelle Bodin, Finance & Administration Director  
John DeCoster, Trillion Aviation  
Kathy Carver, Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Derek Anderson, DAA/DGS  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Don Monaco, Monaco Air Duluth  
Monique Forcier, Crystal Clean  
Steve Overom, City of Hermantown Attorney  
John Mulder, Hermantown Administrator  
Sherri Mann, Arrowhead Taphouse  
Tiffany Hanson, DGS

President Lundstrom welcomed everyone and called the meeting to order at 8:02 a.m. He reminded people to sign up for Opportunity to be Heard section and invited Mr. Tom Werner, Executive Director, to speak. Mr. Werner explained he would like to recognize three airport employees for their excellent customer service. He introduced Ms. Sherri Mann, Arrowhead Taphouse, DAA has received many compliments for Ms. Mann for her friendly smile and help on the landside of the terminal. Mr. Derek Anderson, DAA and Delta Global employee, recently received a very positive compliment from a customer flying out "every organization needs a Customer Service representative like Derek". The third person, is late due to weather, but is on her way. Mr. Lundstrom pointed out the correspondence from LSC and recognized Mr. Werner for his service in that process. Mr. Werner presented on the Executive Director review.

### EXECUTIVE DIRECTOR'S REVIEW

- Slight decrease for air services year to date, down ten percent from November to November. United numbers are up, but Delta and Allegiant down. Spoke on conference call with Allegiant service update. Future discussions will continue regarding marketing.
- Zoning update, continuing to work with MCOA for recommendations to MnDOT, state studies are planned, the process is moving along.
- Mr. Blaine Peterson, Director of Operations, spoke on the Landside Operations – LSC Hangar 103 remodel update and Hydrosolutions agreement is under final review with the Assistant City Attorney. Sky Harbor – Hangar 11 development, moving forward in a positive direction, Mr. Werner detailed further and thanked Mr. Peterson for his work on this process.
- Marketing – Ms. Natalie Peterson, Communications & Marketing Director, briefed and updated on the positive results from the DAA fall campaign.
- There was a leadership change for the Northern Aero Alliance as Pres. Lundstrom has stepped down as Chair. Pres. Lundstrom commented on the alliance during his leadership and expressed the importance of this organization bringing the aviation community together by networking and sharing. Mr. Werner expressed his appreciation for Pres. Lundstrom's leadership for the NAA.
- Presentations: Bong Chapter of the Air Force Association and Cirrus ownership delegation on airport operations.

Mr. Werner returned to the recognition for customer service and introduced Ms. Tiffany Hanson, Delta Global, who went above and beyond with a couple traveling to San Juan. Feedback, "positive experience and best ever customer service". Pres. Lundstrom thanked all three for their very important work and customer service. Questions and discussion followed on several of the Executive Directors review items. Dir. Stewart moved to approve the November 12th and November 13<sup>th</sup> strategic plan session minutes and the November 18<sup>th</sup> meeting minutes and other consent items below. Dir. Rand seconded. Motion carried.

### CONSENT ITEMS

Cash disbursement sheet #24, #25 and #26, 2014. Construction Fund sheet #14, 2014.  
November 26, 2014 recommendation letter from Joelle Bodin, Finance & Administration Director for an incentive award per Operating Policy #5 to Ms. Kathy Carver, Confidential Bookkeeper.  
E-mail from Monaco Air Foundation with summary of November 2014 activities.

### OPPORTUNITY FOR PERSONS TO BE HEARD

Mr. John Mulder, Hermantown City Administrator, commented that the City of Hermantown believes in the importance for the Joint Airport Zoning board to hire professional assistance for zoning concerns. Pres. Lundstrom thanked Mr. Mulder for their comments and input. The DAA Board will stay engaged in this issue moving forward.

### OLD BUSINESS

Ms. Joelle Bodin, Finance & Administration Director, explained the amendment to the Cirrus fueling agreement. Questions followed. Dir. Rand moved to approve amendment #1 Operation (Fueling)

Agreement between the Duluth Airport Authority and Cirrus Design, Inc. Dir. Stewart seconded. Motion carried.

Ms. Peterson gave background information on DAA sponsorship agreements and recent property tax assessment concerns and explained meetings with county assessors. She spoke on the language change and other sponsorship agreements. Questions and comments followed. Mr. Werner thanked Ms. Peterson for her work on solving this issue. Dir. Ross moved to approve the amended and restated sponsorship agreement between the Duluth Airport Authority and AMSOIL, INC. Dir. Butler seconded. Motion carried. Pres. Lundstrom thanked Ms. Peterson for making a difficult situation into a workable one.

Mr. Peterson spoke on the State agreement for snow removal equipment. Dir. Stewart moved to accept and approve MnDOT Agreement #06642, State Project #A6901-179 for multi-tasking snow removal equipment for a total grant amount of \$40,032 and to authorize the Authority's President and Secretary to execute the grant agreement. Dir. Ross seconded. Motion carried.

Mr. Peterson explained the next two State agreements for the Sky Harbor Airport. Dir. Butler moved to accept and approve MnDOT Agreement #06936, State Project #A6901A-40 at the Sky Harbor Airport and Seaplane Base to construct a 6" water main for a total grant amount of \$60,300 and to authorize the Authority's President and Secretary to execute the grant agreement. Dir. Stewart seconded. Motion carried.

Dir. Butler moved to accept and approve MnDOT Agreement #06643, State Project #A6901A-39 at the Sky Harbor Airport and Seaplane Base to rehabilitate general aviation apron for a total grant amount of \$37,281.76 and to authorize the Authority's President and Secretary to execute the grant agreement. Dir. Ross seconded. Motion carried.

Mr. Werner spoke on the purpose of the strategic plan sessions as to review, refine and present feedback on reprioritizing the initiatives for the DAA plan. He recommended approval. Discussion followed. Dir. Rand moved to approve the resolution to adopt the addition of Runway 3/21 extension to the Duluth Airport Authority's Strategic Plan and changes to the tactics on existing initiatives. Dir. Butler seconded. Motion carried.

Mr. John DeCoster, Trillion Aviation, summarized and walked through the proposed rates and charges. Questions and discussion followed. Dir. Butler moved to approve the resolution for the Duluth Airport Authority 2015 list of rates and charges. Dir. Stewart seconded. Motion carried.

#### NEW BUSINESS

Mr. Peterson briefed on the Amano support agreement and recommended approval. Dir. Ross moved to approve the resolution for the NowCare support agreement between the Duluth Airport Authority and Amano McGann, Inc. Dir. Rand seconded. Motion carried.

Ms. Peterson explained Operating Policy #25. Dir. Butler moved to approve DAA Operating Policy #25 Vehicle Parking Rental Agreements. Dir. Stewart seconded. Motion carried.

Ms. Bodin spoke on the incentive award and appreciation to the Confidential Bookkeeper, Ms. Carver, for her phenomenal job during her recent maternity leave. Mr. Werner detailed further on her grant

management and thanked her for her services. Dir. Ross moved to approve the resolution for an incentive award payment of \$300 for outstanding performance per DAA Operating Policy #5 Employee Incentive Awards to Kathy Carver, DAA Confidential Bookkeeper. Dir. Butler seconded. Motion carried.

Mr. Peterson spoke on the flight information display system agreement. Dir. Butler moved to approve the resolution for the flight information display system supplemental agreement contract No. 12-003D between the Duluth Airport Authority and iFIDS.com Inc. Dir. Rand seconded. Motion carried.

Mr. Peterson explained the background, selection process and timeline for the airport engineer consultant. He described the very difficult decision and recommended approval of SEH. Dir. Rand spoke on the very thorough process by the selection committee. Mr. Werner detailed further. Mr. Peterson spoke on the very positive fifteen year relationship and knowledge of this airport by RS&H. Mr. Werner detailed further on their institutional knowledge. Pres. Lundstrom expressed his acknowledgment for this valuable relationship with RS&H. Dir. Butler moved to approve the resolution for an Airport Engineering Consultant agreement for the Duluth International Airport between SEH and the Duluth Airport Authority for a five year term. Dir. Rand seconded. Motion carried. Questions and discussion followed.

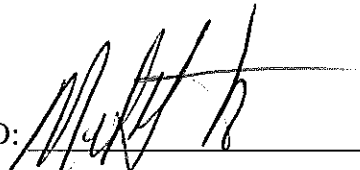
Dir. Rand moved to approve the resolution for an Airport Engineering Consultant On Call Agreement for the Duluth International Airport between RS&H and the Duluth Airport Authority for a five year term. Dir. Stewart seconded. Motion carried.

Dir. Rand briefed on the meeting with the City of Duluth and DAA regarding opportunities and land use at Sky Harbor Airport. Further discussion will follow.

Pres. Lundstrom adjourned the December 16<sup>th</sup> DAA board meeting at 9:26 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 1-20-15