



MINUTES OF THE MEETING

DATE: May 15, 2014

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

DIRECTORS PRESENT: Mike Lundstrom
Roger Wedin
Pat Mullen
Heather Rand
Ken Butler

DIRECTORS ABSENT: Ken Stromquist
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
Joelle Bodin,
Ryan Welch, Terminal Facilities Manager
Brian Madsen, Sky Harbor Manager
John DeCoster, Trillion Aviation
Kathy Carver, Acting Fin. & Admin Director/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

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

- Total passenger numbers remain the same. Mr. John DeCoster, Trillion Aviation, summarized on the Allegiant Conference focusing on the operational side, there are some issues with the rating basis. Marketing strategies will be briefed in the marketing section.
- Airfield Operations & Development: Master plan meeting update with Rice Lake

Township and Hermantown, progress made but still challenges ahead. Mr. Blaine Peterson, Director of Operations, spoke on the kick off meeting May 20th with Monaco Air and Custom Border control on the FIS Facility; parking ramp – concrete should be complete and crane down by next week and the future ramp progressions. Sky Harbor -- Mr. Werner updated on a long standing hangar development issue.

- Marketing – Ms. Natalie Peterson, Communications & Marketing Director, briefed on the Allegiant conference and spoke on marketing phases and other opportunities. She summarized on plans with Visit Duluth and the Visit Phoenix/Mesa and ways to support each community and reverse traffic. Ms. Peterson spoke on the Delta Sky Magazine Duluth feature and Duluth International Airport ad.
- Legislative – WI Congressman Duffy’s support of the 148th and runway extensions plan.
- The next Northern Alliance meeting is scheduled for July 16th at the LSC downtown location.
- Presented the MN Council of Airports (MCOA) Award of Excellence for 2013 Project of the Year.
- Mr. Peterson spoke on the transition with his upcoming military leave and introduced Mr. Ryan Welch as the Acting Director of Operations.
- Formal request letter from Senators Bakk and Reinert to consider renaming the airport in honor of former US Representative James L. Oberstar. Future discussion will follow on this request.

Questions and discussion followed on several of the Executive Directors review items. Pres. Lundstrom noted a correction for the April Minutes. Dir. Rand moved to approve the previous minutes and other consent items below. Dir. Butler seconded. Motion carried.

CONSENT ITEMS

April 15, 2014 meeting minutes.

Cash disbursement sheets #8 and #9, 2014. Construction Fund sheet #6, 2014.

Aviation news releases Fox 21 news “148th Active Association Moves Forward”; Thief River Falls “Small Towns Feel Cut Off after Airline Service Ends” and DAA press release “Duluth International Airport Receives Minnesota Council of Airports (MCOA) 2013 Project of the Year Award”.

E-Mail from Attorney William Burns to DAA representative Assistant City Attorney regarding Hydrosolutions of Duluth providing documentation and letter from Assistant City Attorney to Attorney Burns regarding deadline date and no documentation and e-mail reply from Mr. Burns attaching information.

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

OLD BUSINESS

Ms. Allyz Kramer, Ms. Benita Crow and Ms. Kaci Nowicki, SEH, were invited to the table to, present background information and summarize on the Duluth Sky Harbor Airport Runway 32 Approach Obstruction Removal project, EA/EAW process, alternatives and the EA/EAW publication process. Questions and discussion followed. Mr. Werner spoke on the timeline for this process and thanked SEH for their presentation.

NEW BUSINESS

Mr. Peterson explained the drivers training agreement and recommended approval. Questions and discussion followed. Dir. Butler moved to approve the resolution to approve a license agreement between the Duluth Airport Authority and the Fond du Lac Tribal and Community College. Dir. Mullen seconded. Motion carried.

Ms. Peterson spoke on the short term advertising agreement. Questions and comments followed. Dir. Rand moved to approve the resolution to authorize the Duluth Airport Authority Executive Director to enter into short-term advertising agreements for the Duluth International and/or Sky Harbor airports for entities to advertise within the airport or for either airport to advertise externally not to exceed 90 days and with a value of \$25,000 or less. Dir. Wedin seconded. Questions and further discussion followed. Motion carried.

Dir. Mullen recognized Mr. Werner and Mr. Peterson for their military service to our country.

Pres. Lundstrom adjourned the May 15th DAA board meeting at 10:17 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____



DATE: _____

5-17-14