



## MINUTES OF THE MEETING

DATE: May 19, 2015

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

DIRECTORS PRESENT: Mike Lundstrom  
Ken Stromquist  
Pat Mullen  
Heather Rand  
Sue Ross  
Ken Butler

DIRECTORS ABSENT: Richard Stewart

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Joan Christensen, Assistant City Attorney  
Blaine Peterson, Director of Operations  
Joelle Bodin, Director of Finance & Administration  
Brian Madsen, Sky Harbor Manager  
Kathy Carver, DAA Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Gerald Dietz, DAA Ambassador  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Shawn McMahon, SEH  
Andy Towner, Kraus Anderson  
Ben Brockway, Kraus Anderson  
Don Monaco, Monaco Air Duluth  
Ray McClelland, Public  
Candace Renalls, DNT

President Lundstrom welcomed everyone and called the meeting to order at 8:01 a.m. He reminded people to sign in for the Opportunity to be Heard section, which is restricted to three minutes and invited Mr. Tom Werner, Executive Director, to present on the Executive Director review. Mr. Werner invited Mr. Gerald Dietz to the table. Mr. Dietz is the first DAA Blue Coat Ambassador; he greets and assists the flying public when they arrive at the terminal. He spoke on the positive comments from customers and presented Mr. Dietz with a DAA Customer Service Award. Dir. Stromquist commented he has observed Mr. Dietz's great interaction with the public and thanked him for his service.

### EXECUTIVE DIRECTOR'S REVIEW

- Decreased year to date passenger numbers 14.5% due to downsizing of Allegiant, Delta numbers are modestly up 4% with United numbers slightly up at 3.7% due to trend of movement to other airlines with Allegiant's non-service. Will be attending the JumpStart conference in Seattle in June, at this time will be presenting to five confirmed airlines.
- Mr. Blaine Peterson, Director of Operations, spoke on the following: Airside – runway painters should be here this week, due to cold weather may be delayed. Landside – updated on General Aviation Facility at Monaco Air and timeline; Hangar 103 remodel and Cirrus completion center and next two steps for the project. He mentioned the eighth Honor Flight will be held on June 6<sup>th</sup>. Ms. Kaci Nowicki, SEH, spoke on the Sky Harbor FONSI and airport layout plan; Mr. Peterson spoke on the business development implementation at Sky Harbor; no responses to the two RFPs Food & Beverage and rental cars, will regroup and discuss options.
- Ms. Joelle Bodin, Director of Finance and Administration, spoke on the accounting software timeline, configuration and training. Planned implementation date of July 1<sup>st</sup>. She touched on the audit and insurance updates – researching options. Pres Lundstrom praised the DAA staff on their work on evaluating and enhancing the operational revenue.
- Mr. Werner updated on the website development process - on schedule; David Wheat statue dedication; James Oberstar naming fund raising process, targeting an October event and the Master Plan open house public comment session scheduled for June 16<sup>th</sup>.
- Mr. Werner updated on the Legislative side – working on reform of Minnesota State zoning statutes, positive meetings.
- The next Northern Aero Alliance will be held in the DAA Amatuzio conference room July 15<sup>th</sup> here at the Duluth International Airport.
- Presentation to the Caiga Group Cirrus Design, aviation system information exchange, very positive meeting.

Dir. Butler arrived at the meeting 8:20 a.m. Questions and discussion followed on several of the Executive Directors review items. Dir. Mullen moved to approve the April 28th meeting minutes and other consent items below. Dir. Ross seconded. Motion carried.

### CONSENT ITEMS

Cash disbursement sheet #8, 2015.

Progress Minnesota Magazine article "Congratulations AAR and Cirrus Aircraft.

UW-Superior Transportation & Logistics Research Center, Research Progress Report for the period ending: April 30, 2015.

E-mail from Monaco Air Foundation with summary of April 2015 activities.

Letter to Senator Reinert and letter to Joint Airport Zoning Board members from DAA regarding recent developments impacting infrastructure priorities and reconstruct of Runway 9/27.

#### OPPORTUNITY FOR PERSONS TO BE HEARD

None.

#### OLD BUSINESS

Mr. Peterson invited Ms. Kaci Nowicki, SEH, to present on the next segment of the Master Plan (MP) process. Nowicki presented on the recommended runway 9/27 reconstruction alternatives, taxiways and improvements, airport needs, layout plan and timeline. Ms. Nowicki mentioned the Master Plan open house public meeting will be held in June. Questions followed. Ms. Nowicki was thanked for her update.

#### NEW BUSINESS

Mr. Peterson overviewed on the Capital Improvements program application. Dir. Rand moved to approve the Duluth International Airport and the Sky Harbor Airport Capital Improvements program for 2016. Dir. Butler seconded. Question followed. Motion carried.

Mr. Peterson summarized on the opportunity for reconstruction of the center area of Runway 9/27 and recommended approval. Mr. Werner detailed further on this unique opportunity for this project. Dir. Mullen moved to approve the resolution to approve SEH Work Order #3 Engineers design report for the reconstruction of Phase 1 Runway 9/27 (middle 6,200 feet) at Duluth International Airport. Dir. Ross seconded. Motion carried. Dir. Lundstrom complimented Mr. Werner for being resourceful and taking advantage of this opportunity.

Mr. Peterson gave background information on the Cirrus expansion and spoke on the environmental process for the City funded project. Dir. Butler moved to approve the resolution authorizing RS&H, Inc. Work Order 2015-02 to provide focused National Environmental Policy Act (NEPA) documentation for the proposed construction of a Cirrus Aircraft manufacturing facility at the Duluth International Airport in an amount not to exceed \$119,961 and accepting reimbursement from the City of Duluth of amounts paid pursuant to said work order. Dir. Mullen seconded. Motion carried.

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Pres. Lundstrom explained Item D would not be addressed as it had been previously passed by the Board.

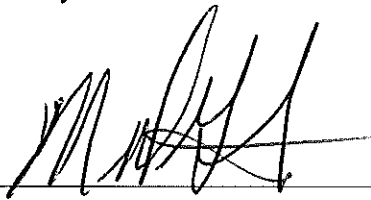
Ms. Bodin detailed on the adjustments to the 2015 rate and charges and recommended approval. Dir. Rand moved to approve the updated 2015 rates and charges addendum. Dir. Stromquist seconded. Motion carried.

Pres. Lundstrom adjourned the May 19th DAA board meeting at 9:12 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED: \_\_\_\_\_



DATE: 6-16-15