



## MINUTES OF THE MEETING

DATE: December 15, 2015

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

DIRECTORS PRESENT: Ken Stromquist  
Pat Mullen  
Heather Rand  
Sue Ross  
Ken Butler  
Richard Stewart  
Anna Tanski

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Blaine Peterson, Director of Operations  
Natalie Peterson, Director of Marketing & Communications  
Joelle Bodin, Director of Finance & Administration  
Ryan Welch, Airport Facilities Manager  
Brian Madsen, Sky Harbor Manager  
Kathy Carver, Confidential Bookkeeper  
John DeCoster, Trillion Aviation  
Benita Crow, SEH  
Don Monaco, Monaco Air  
Mike Magni, Monaco Air  
Bill King, Cirrus Design  
Andy Samberg, RS&H  
Jim McGarvey, GSSC Security  
Eric Monson, Lake Superior Helicopter  
Ray McClelland, Property Owner  
Candace Renalls, DNT

President Stromquist welcomed everyone and called the meeting to order at 8:00 a.m. He explained that a portion of the agenda will not be closed as the item is an employee contract and not an evaluation. He invited Mr. Tom Werner, Executive Director, to present on the Executive review. Mr. Werner shared a comment from travelers recognizing and expressing their appreciation to DAA GSSC/Midwest Patrol security officers Jim McGarvey and Ken Schroeder for retrieving their lost item and keeping it secure. Mr. Werner expressed his appreciation for the great customer service and work by the security personnel.

### EXECUTIVE DIRECTOR'S REVIEW

- Air service continues on same trend with year to date air service total passenger numbers down 14%, November numbers down 14%, Delta down 4% and United up 4%. Information sent to a new air service prospect. Continue to follow up on Public Charter and proposal submitted.
- Airfield operations and development: Mr. Blaine Peterson, Director of Operations, Airside – received new equipment, loader has arrived and grader should be later this week, Runway 9/27 project discussion will be under New Business; Landside – Cirrus NEPA process complete and final steps, Mr. Mike Magni, Monaco Air Duluth, updated on the construction process and timeline for the Fixed Base Operations/General Aviation Facility; Business Development: Mr. John DeCoster, Trillion Aviation updated on Commemorative Air Force (CAF) long term plans -- proceeding along; Federal Express processing area development – spoke on several events; Quick turnaround facility (QTA) -- CFC rates and parking lot improvements; Sky Harbor – background information and discussion regarding Hangar #10 lease assignment and development of Hangar #11.
- Financial: Ms. Joelle Bodin, Director of Finance and Administration, spoke on the NetSuite accounting software update – cutover from old software to new in December and final steps. Mr. Werner mentioned the excitement going forward with the new financial status and reports.
- Marketing: Ms. Natalie Peterson, Director of Marketing & Communications, updated on the DAA Bentleyville event – appreciation plaque, golden ticket winner and DAA volunteer night Sunday December 20<sup>th</sup> ; social media event “Holly Jolly Flight”.
- Legislative: Mr. Werner briefed on the continued discussions with the Duluth Boat Club and Sky Harbor projects – very good discussions.

There were questions and discussion on several of the Executive Director's review items. Dir. Rand moved to approve the November 17th meeting minutes and other consent items below. Dir. Butler seconded. Motion carried.

### CONSENT ITEMS

Cash disbursement sheets #22 and #23, 2015. Construction fund sheet #11, 2015. E-Mail notice from DAA to permitted taxi companies regarding the public information meeting proposing changes to the DAA Commercial Vehicle Policy; Email from DAA to permitted taxi companies regarding the DAA Commercial Vehicle Policy information meeting and presentation.

News Releases: DNT "Monaco Air Building a New Terminal in Duluth"; The Wall Street Journal "Regional Airline's Seek Reduced Minimum Pilot – Experience Mandate".

Acknowledgement letter from DAA to Republic Parking regarding exercising the second year one extension option.

E-Mail from DAA to Civil Air Patrol (CAP) advising of a development in the use by the CAP to municipal hangar building.

E-mail from Monaco Air Foundation with summary of November 2015 activities.  
Draft letter to the Committee on Transportation and Infrastructure asking to address the current pilot shortage when considering Legislation to reauthorize the Federal Aviation Administration.

October 2015 financial report, November 2015 accounts receivables and airlines statistics.

#### OPPORTUNITY FOR PERSONS TO BE HEARD

None

#### OLD BUSINESS

Ms. Peterson explained that the Monaco Air Foundation will be donating all naming items from the James L. Oberstar dedication to the DAA. Questions followed. Dir. Butler moved to approve the resolution for the donation acceptance agreement between the Duluth Airport Authority and Monaco Air Foundation, Inc. Dir. Stewart seconded. Motion carried. Dir. Mullen expressed his appreciation to the Monaco Air Foundation for their help in the community and these projects.

#### NEW BUSINESS

Mr. DeCoster spoke on the Sky Harbor land lease agreement. Dir. Mullen moved to approve the resolution for the Sky Harbor Hangar #5 land lease agreement between the Duluth Air Port Authority and Abateco. Dir. Stewart seconded. Motion carried.

Mr. DeCoster gave background information and implementation plans on the commercial vehicle policy. He summarized on the proposed parking policy. Mr. Werner detailed further and spoke on the endorsement letter handout from Visit Duluth tourism industry. Dir. Rand move to approve the resolution for the 2016 DAA Commercial Vehicle Policy. Dir. Tanski seconded. Dir. Mullen mentioned a small typographical error. Motion carried with typographical error corrected.

Mr. Peterson reviewed on the SEH preliminary design work order and recommended approval. Mr. Werner detailed further. Dir. Ross moved to approve the resolution for SEH Work Order #10, Engineer's design report for Phases 2 (West) and 3 (East) of the Runway 9/27 reconstruction project at the Duluth International Airport. Dir. Stewart seconded. Motion carried.

Mr. DeCoster provided background information and summarized on the Cirrus land lease. Mr. Werner detailed further on the agreement and thanked everyone involved. Mr. Bill King, Cirrus Design, expressed Cirrus' appreciation for the teamwork from the City of Duluth, DAA and Cirrus to accomplish this agreement and thrilled to have the expansion in Duluth. Dir. Butler moved to approve the resolution for the Cirrus completion center land lease between the Duluth Airport Authority and Cirrus Aircraft. Dir. Stewart seconded. Motion carried. Dir. Rand did not participate in the discussion and abstained from the vote.


Pres. Stromquist explained that this portion would not be closed as stated on the agenda; it is not an evaluation, but a contract. He summarized on the new contract with the Executive Director and highlighted several key points. Dir. Tanski moved to approve the resolution to for the employment contract between the Duluth Airport Authority and Executive Director, Mr. Tom Werner. Dir. Rand seconded. Motion carried.

Mr. Werner reminded the Board of the DAA holiday party scheduled for tomorrow at 3:00 p.m.

Dir. Butler moved to adjourn the December 15<sup>th</sup> meeting. Dir. Rand seconded. Motion carried. Pres. Stromquist adjourned the December 15th DAA board meeting at 8:43 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 1-19-16