



MINUTES OF THE MEETING

DATE: June 16, 2015

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

DIRECTORS PRESENT: Mike Lundstrom
Ken Stromquist
Heather Rand
Ken Butler
Richard Stewart

DIRECTORS ABSENT: Sue Ross
Pat Mullen

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Joan Christensen, Assistant City Attorney
Blaine Peterson, Director of Operations
Natalie Peterson, Director of Marketing & Communications
Joelle Bodin, Director of Finance & Administration
Ryan Welch, Airport Facilities Manager
John DeCoster, Trillion Aviation
Brian Madsen, Sky Harbor Manager
Kathy Carver, DAA Confidential Bookkeeper
Jana Kayser, Part Time Bookkeeper
Benita Crow, SEH
Kaci Nowicki, SEH
Scott Sannes, SEH
Don Monaco, Monaco Air Duluth
Scott Poldoski, Monaco Air Duluth
Travis Lee, Crystal Clean/Marsden

President Lundstrom welcomed everyone and called the meeting to order at 8:00 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 mentioned he had several presentations to recognize solid customer service at the airport. He invited Mr. Scott Poldoski, Monaco Air Duluth employee, to the table and spoke on a recent medical diversion which Mr. Poldoski handled very professionally and efficiently. He turned a stressful issue into a positive experience for customers. He thanked Mr. Poldoski and presented him with a DAA Customer Service Award. Mr. Werner described Pres.

Lundstrom's dynamic term these past six years serving the Airport Authority – finalizing the DAA Master Plan, planning process for the direction of Sky Harbor as well as modernizing the Airport Authority office. He thanked him for his vision, leadership and for moving this organization forward. Pres. Lundstrom reflected on his past six years and the positive changes at the airport. He has been very proud to serve on this Board -- the DAA staff has been very diligent and focused and the past and current Board members have maintained their focus on the betterment of the airport and region.

EXECUTIVE DIRECTOR'S REVIEW

- Passenger numbers reflect the steady decrease year to date due to Allegiant - 15%. Delta and United numbers are up modestly. Summarized on the positive Jump Start conference in Seattle, beneficial to building relationships -- spoke to six different airlines;
- Overview on airfield operations and development: Airside – no reports. Landside – General Aviation Facility remodel and timeline; Hangar 103 progressing nicely; Cirrus completion center moving forward; the eighth Honor Flight went very well and was successful; Sky Harbor – updated on the rehabilitation project.
- Ms. Joelle Bodin, Director of Finance and Administration, updated on the accounting software, very time consuming process. Will push back the “go live” date to July 20th. Brief update on insurance – in the process of moving the DAA insurance policies to the City's program.
- Ms. Natalie Peterson, Director of Marketing & Communications, updated on the website development process, launch date of July 21st. Working on customer initiative brand, more information to come; David Wheat statue unveiling, working on issues and moving forward with options; James Oberstar naming fund raising process moving forward and continuing; bronze statue process – selected artist and kudos to Dir. Rand for all her work on this.
- Mr. Werner updated on the Legislative front – reaching the critical phase for working on reform of Minnesota State zoning statutes; construction bond request pulled, update and options.
- The next Northern Aero Alliance meeting will be held in the DAA Amatuzio conference room July 15th at the Duluth International Airport.

Questions and discussion followed on several of the Executive Director's review items. Dir. Rand moved to approve the May 19th meeting minutes and other consent items below. Dir. Butler seconded. Motion carried.

CONSENT ITEMS

Cash disbursement sheets #9 and #10, 2015. Construction fund sheet #6, 2015.

Thank you letter from the Hermantown Area Chamber of Commerce to DAA for the support for their unWINEd event.

Letter from Minnesota Council of Airports (MCOA) to Senator Klobuchar for support of Minnesota small airports and general aviation.

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

Airport news releases: Duluth News Tribune (DNT) "Nolan Proposes 2016 Reconstruction for Duluth Airport Runway", "Duluth Veteran's Statue to be Unveiled Friday" and DAA release "Chicago Fourth Flight Option Returns to Duluth International Airport."

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

Pres. Lundstrom invited Ms. Kaci Nowicki, SEH, to update on the Master Plan. Ms. Nowicki gave a quick update on the agenda for this evening's Public Information Open House. Pres. Lundstrom reminded the Board members that this public information session is an official Special Board meeting.

NEW BUSINESS

Mr. Werner explained and detailed on the additional estoppel to support Cirrus in their expansion. Dir. Stewart moved to approve the resolution for the ground lease estoppel and agreement related to Cirrus Design Corporation. Dir. Stromquist seconded. Motion carried.

Mr. Werner overviewed on Sky Harbor, the design works continues. Questions and comments followed. Dir. Butler moved to approve the resolution for SEH Work Order #4 for Sky Harbor Airport final design, plans and specifications for all three phases of the project, permitting and mitigation and Airports GIS and data collection. Dir. Rand seconded. Motion carried.

Mr. Werner explained SEH Work Order #5. Dir. Butler moved to approve the resolution for SEH Work Order #5 for DLH final design, plans and specifications and bidding services for Runway 9/27 reconstruction, phase 1 (center section). Dir. Stewart seconded. Motion carried.

Mr. John DeCoster, Trillion Aviation, summarized on the SASO agreement and recommended approval. Mr. Don Monaco, Monaco Air, detailed further on the agreement. Questions followed. Dir. Stromquist moved to approve the Specialized Aeronautical Service Operators (SASO) agreement between the Duluth Airport Authority and the Duluth Flying Club, LLC. Dir. Rand seconded. Motion carried.

Mr. DeCoster gave background information on the past Hydrosolution's agreement and overviewed on the new agreement. Questions and discussion followed. Dir. Butler moved to approve the lease agreement between the Duluth Airport Authority and Hydrosolution subject to revisions to the insurance provisions as approved by the Executive Director and City Attorney's office. Dir. Stewart seconded. Motion carried. Pres. Lundstrom thanked Mr. DeCoster for all his work on this agreement.

Mr. Werner introduced an additional Agenda Item. He explained due to the timing issue with the Grandma's Marathon event this coming weekend, the resolution needed to be accelerated. Mr. DeCoster detailed further on the concession agreement. Questions and discussion followed. Dir. Stewart moved to approve the Executive Director have the authority to enter into a ninety day lease agreement for concessions at Sky Harbor Airport. Dir. Rand seconded. Motion carried.

President Lundstrom spoke on the Executive Committee's recommendation for the new slate of officers – Dir. Rand Secretary, Dir. Mullen Vice President and Dir. Stromquist President. Pres. Lundstrom moved to approve the above slate of officers. Dir. Stewart seconded. Motion carried. Pres. Lundstrom congratulated the new officers.

Pres. Lundstrom adjourned the June 16th DAA board meeting at 8:57 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:



DATE:

7-21-15