



## MINUTES OF THE MEETING

DATE: July 21, 2015

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

DIRECTORS PRESENT: Ken Stromquist  
Pat Mullen  
Heather Rand  
Ken Butler  
Richard Stewart

DIRECTORS ABSENT: 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, Director of Marketing & Communications  
Joelle Bodin, Director of Finance & Administration  
Ryan Welch, Airport Facilities Manager  
John DeCoster, Trillion Aviation  
Kathy Carver, DAA Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Scott Sannes, SEH  
Shawn McMahon, SEH  
Darren Christopher, RS&H  
Don Monaco, Monaco Air Duluth  
Mike Magni, Monaco Air Duluth  
Mark Ketterer, AAR  
Dwight Morrison, CCNC  
Jean Morrison, CCNC  
Edna Stromquist  
Faye Topliff

President Stromquist welcomed everyone and called the meeting to order at 8:02 a.m. He expressed his appreciation for past President Mike Lundstrom's service with this Board and the community. He reminded people to sign in for the Opportunity to be Heard section, which is restricted to three minutes. He also introduced his wife, Edna, to the Board and public. Pres.

Stromquist invited Mr. Tom Werner, Executive Director, to present on the Executive Director review.

#### EXECUTIVE DIRECTOR'S REVIEW

- Due to Allegiant pulling out in May, passenger numbers reflect the steady decrease year to date - 15%. Delta 3% decrease and United 1.6% increase. Due to the Jump Start conference in Seattle, have started conversations with Public Charter and Air Canada.
- Airfield operations and development: Airside -- Ms. Benita Crow and Shawn McMahon, SEH, presented an overview on the Runway 9/27 Phase 1 reconstruction engineer design report. Mr. Werner highlighted several issues and explained AAR and Air Canada's concerns -- working on minimizing impacts this project has with operators. City and airport officials will be flying to Montreal later this week to work on solutions; Mr. Blaine Peterson, Operations Director reported on the FAA FAR Part 139 inspection -- DAA airfield team and FAA inspector work well together and had a great inspection. Landside. -- General Aviation Facility remodel progressing nicely; Hangar 103 timeline and schedule, almost complete; Cirrus completion center plans eighty percent complete and moving forward. Mr. John DeCoster, Trillion Aviation, updated on several property and development items -- interest by a new rental car agency and options; Cirrus and Building 311 agreement; Civil Air Patrol and the 911 Building; Commemorative Air Force (CAF) short and long term needs, possible alternative locations such as Sky Harbor -- research needed, good discussions; Ground handling operating agreement; Interest in a development for a rental car Quick Turn Around Facility (QTA) and working on developing a commercial vehicle policy and the process. Sky Harbor -- Mr. DeCoster spoke on the business plan implementation, moving forward. Mr. Peterson updated on the ramp rehabilitation process and timeline. The SH Airport Layout Plan is complete.
- Ms. Joelle Bodin, Director of Finance and Administration, updated on GASB statements number 43 and 45 -- an actuarial study done every two years; Accounting software update, making progress but very long process.
- Ms. Natalie Peterson, Director of Marketing & Communications, updated on the website development -- near completion hoping for an operating date of August 1<sup>st</sup>; James Oberstar naming fund raising process and timeline for unveiling. She thanked the Steering Committee for their efforts and the Monaco Air Foundation for their wonderful job in maintaining the fund raising process. Dir Mullen expressed his appreciation to the Foundation for not only this project but for their huge contribution to other aviation events such as the Honor Flight and 148<sup>th</sup> Static display.

Questions and discussion followed on several of the Executive Directors review items, with congratulations to the DAA airfield team for their efforts making the airfield safe and compliant.

Dir. Stewart moved to approve the June 16th meeting minutes and other consent items below.  
Dir. Butler seconded. Motion carried.

#### CONSENT ITEMS

Cash disbursement sheets #11, #12 and #13, 2015. Construction fund sheet #7, 2015.  
DNT News Release "Duluth Airport to Hold Open House for Upgrades" and Market Watch "Justice Dept. Investigating Possible Airline Collusion, AP Reports".  
E-mail from Monaco Air Foundation with summary of June 2015 activities.  
Letter from DAA to tenant regarding Sky Harbor land lease.  
Letter from Visit Duluth to Minnesota Council of Airports (MCOA) regarding hosting the Minnesota Airport Conference in Duluth.  
Open meeting law education memorandum.  
GASB Statements No. 43 and No. 45 Duluth Airport Authority.

#### OPPORTUNITY FOR PERSONS TO BE HEARD

Pres. Stromquist stated there were three signed up for this section and invited Mr. Dwight Morrison to the table to speak on noise control. Ms. Faye Topliff explained Mr. Morrison had to leave for an appointment and presented and read a letter with his concerns regarding noise control, if an impact study had been conducted and future plans for the expansion of the runway. Ms. Topliff then spoke on noise control. She gave background information on past involvement with the airport and environmental issues with noise and conveyed concerns with future plans. Pres. Stromquist and Mr. Werner thanked Ms. Topliff and expressed that her comments are taken seriously and the DAA will respond to these matters.

Mr. Mark Ketterer, Vice President of Operations for AAR, spoke on the reconstruction plans for 9/27. He summarized on current AAR operations and explained Runway 3/21 does not meet current Air Canada safety requirements. He will be participating in the meetings in Montreal later this week and expressed his concerns if a resolution is not found. The Board thanked Mr. Ketterer for his comments and assured him that we will be working together to find a solution.

#### OLD BUSINESS

Pres. Stromquist invited Ms. Kaci Nowicki, SEH, to update on the Master Plan. Ms. Nowicki gave a brief recap on the Master Plan process and timeline. Mr. Peterson detailed further and recommended approval. Questions followed. Dir. Mullen moved to approve the resolution to approve the Duluth International Airport Master Plan. Dir. Rand seconded. Motion carried. Mr. Peterson was thanked for his informative updates during this process.

NEW BUSINESS

Mr. DeCoster gave background information on the land lease at Sky Harbor. Questions followed. Dir. Mullen moved to approve the Sky Harbor short-term land lease agreement between the Duluth Airport Authority and Jonathon Aero. Dir. Rand seconded. Motion carried.

Mr. DeCoster explained the Sky Harbor short term hangar lease agreement and recommended approval. Dir. Butler moved to the resolution to approve the Sky Harbor short-term agreement between the Duluth Airport Authority and Colin Hillman. Dir. Rand seconded. Motion carried.

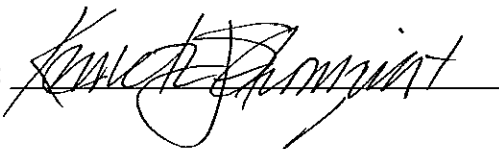
Ms. Bodin spoke on the transfer of insurance and recommended approval. Dir. Butler moved to approve the resolution authorizing an agreement to insure certain Duluth Airport Authority property and equipment under the City of Duluth's property insurance policy. Dir. Stewart seconded. Motion carried.

Ms. Peterson summarized on the agreement for the Joe Gomer and David Wheat Statues display. Questions and discussion followed. Dir. Stewart moved to approve the license agreement for the Joe Gomer and David Wheat statues display of art between the Duluth Airport Authority and the St. Louis County Historical Society. Dir. Mullen seconded. Motion carried.

Pres. Stromquist adjourned the July 21st DAA board meeting at 9:41 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED: 

DATE: 8-18-15