



## MINUTES OF THE MEETING

DATE: January 20, 2015

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

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

DIRECTORS ABSENT: Ken Butler

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, Finance & Administration Director  
Ryan Welch, Terminal Facilities Manager  
Brian Madsen, Sky Harbor Manager  
Kathy Carver, Confidential Bookkeeper  
Jana Kayser, Part Time Bookkeeper  
Darren Christopher, RS&H  
Benita Crow, SEH  
Kaci Nowicki, SEH  
Scott Sannes, SEH  
Joel Dresel, SEH  
Don Monaco, Monaco Air Duluth  
Mike Magni, Monaco Air Duluth  
Eric Monson, LSH  
Monique Forcier, Crystal Clean  
Candace Renalls, DNT

President Lundstrom welcomed everyone and called the meeting to order at 8:00 a.m. He reminded people to sign up for Opportunity to be Heard section and invited Mr. Tom Werner, Executive Director, to present on the Executive Director review.

### EXECUTIVE DIRECTOR'S REVIEW

- Last year's numbers are slightly down, but has the fourth best passenger numbers for DLH. United numbers are up, Delta and Allegiant are down.

Dir. Stromquist arrived at 8:05 a.m.

- Mr. Blaine Peterson, Director of Operations, spoke on the Landside Operations – Master Plan Update – comments have been forwarded to MnDOT and details are still being worked; LSC Hangar 103 remodel update – design review moving forward, timeline on track. Mr. Werner briefed on the Terminal Revitalization Committee. Ms. Joelle Bodin, Finance & Administration Director, spoke on the operation agreements audit review plan. Mr. Werner updated on the DLH property development plan and Sky Harbor business development plan -- these will be presented at the February board meeting.
- Airport update meeting with Senator Reinert, very good discussion. Duluth Days at the Capitol in February, focus on thanks for past support and future infrastructure needs.
- The next Northern Aero Alliance will be March 18<sup>th</sup>. These bi-monthly meetings will be held in the DAA Amatuzio conference room from this point on.
- Meeting with Apple Vacation in Chicago, very good initial discussions regarding air service and meeting with new growing organization, Duluth Experience.

Questions and discussion followed on several of the Executive Directors review items. Dir. Rand moved to approve the January 20th meeting minutes and other consent items below. Dir. Stewart seconded. Motion carried.

#### CONSENT ITEMS

Cash disbursement sheet #27, and #28, 2014. Construction Fund sheet #15, 2014 and #1, 2015.

E-mail from Monaco Air Foundation with summary of December 2014 activities.

News release from PR Newswire "Airline Industry Leaders Gather at Embry-Riddle to Discuss Pilot Shortage.

AAAE Airport Report Today "Coalition Supports Higher PFC, Protection for AIP" and "Congress has FAA Reauthorization on Agenda".

November 2014 Financial Report.

December 2014 Accounts Receivables and Airline Statistics.

#### OLD BUSINESS

Mr. Mike Magni, Monaco Air Duluth, was invited to update on the remodel of FBO and Customs Border Control General Aviation Facility. He presented on the phasing, design and construction of the FBO and remodel of the Customs Border Control General Aviation Facility. He explained the schedule and timeline. Questions followed. Mr. Magni was thanked for his presentation.

#### NEW BUSINESS

Pres. Lundstrom explained New Business Item A would be postponed.

Mr. Peterson summarized on the professional service agreement with SEH and recommended approval. Questions followed. Dir. Mullen moved to approve the resolution to approve the Professional Services Agreement between Short, Elliot and Hendrickson Inc. (SEH) and the Duluth Airport Authority. Dir. Rand seconded. Motion carried.

Pres. Lundstrom explained New Business Item C would also be postponed.

Mr. Peterson spoke on the Security Consultant agreement renewal and expressed on his excellent work and knowledge with all security aspects at the airport. He recommended approval. Questions followed. Dir. Stromquist moved to approve the resolution for the Safety/Security Consultant agreement between the Duluth Airport Authority and Mr. Richard Swanson for a three year term. Dir. Ross seconded. Motion carried.

Pres. Lundstrom closed this portion of the January 20<sup>th</sup> DAA board meeting at 8:32 a.m. for the Executive Director performance evaluation.

Pres. Lundstrom reconvened and opened the January 20<sup>th</sup> closed session 9:42 a.m.

Pres. Lundstrom summarized on the Executive Director evaluation. The consensus of the board is Mr. Werner has done an excellent job in leadership and great progress in the communication and development process. Dir. Mullen moved to approve a three point one percent base salary increase effective January 1, 2015 and a one time work plan incentive payment of \$5,000. Dir. Stewart seconded. Motion carried.

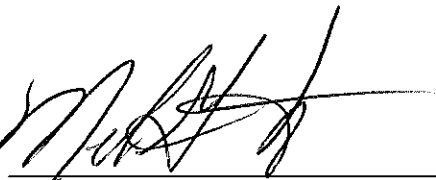
Dir. Stromquist moved to accept the Executive Director's 2015 work plan as modified. Dir. Ross seconded. Motion carried.

Pres. Lundstrom adjourned the January 20th DAA board meeting at 9:45 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

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



DATE: 2-17-15