



MINUTES OF THE MEETING

DATE: October 20, 2015

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

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

DIRECTORS ABSENT Ken Stromquist

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
John DeCoster, Trillion Aviation
Brian Madsen, Sky Harbor Manager
Kathy Carver, Confidential Bookkeeper
Jana Kayser, Part Time Bookkeeper
Benita Crow, SEH
Scott Sannes, SEH
Don Monaco, Monaco Air Duluth
Mike Magni, Monaco Air Duluth
Rick Moran, UWS, Dept. of Business & Ec.
Dan Traska, Lake Superior College
Eric Monson, Lake Superior Helicopters
Faye Topliff, CCNC
Ray McClelland, Property Owner

Vice President Mullen welcomed everyone and explained he would be conducting the meeting as Pres. Stromquist was out of town on business. He 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. He noted the new microphone system to help with the speakers and presentations.

EXECUTIVE DIRECTOR'S REVIEW

- Air service total passenger numbers down 14%, September 2015 comparison to 2014 down 16%; Delta down 3.4% and United up 4%. Public Charter is examining proposal submitted. No information on Air Canada at this time.
- Airfield operations and development: Mr. Blaine Peterson, Director of Operations, Airside -- Runway 9/27 project, all contracts and grants signed, thanked everyone for their support and assistance; updated on rehabilitation of Charlie Taxiway, Mr. Werner detailed further on the legislative funding, credited Congressman Nolan for his support on this project. Landside -- Monaco Air FBO/General Aviation Facility going well and spoke on timeline; Cirrus Completion Center, waiting for two concurrences. Vice Pres. Mullen commended Mr. Mike Magni, Mr. Don Monaco and Cirrus for their investments and partnership. Business Development -- Mr. Werner moved the air cargo study presentation to the end of this review. Mr. John DeCoster, Trillion Aviation, -- Lake Superior Helicopter lease adjustments, 911 Building and Civil Air Patrol interest, the add in resolution for Cirrus and Building 311 will be discussed under New Business, meeting next Monday with CAF regarding long term plans and possible opportunities at Sky Harbor, Mr. Werner added further details. Mr. DeCoster updated on the Fed Ex development; parking lot operations contract -- Republic Parking's interest in conversion for enforcement policy, working on a proposal, the RFP will be on hold for one year; and the process and procedures for new DAA commercial vehicle policy. Questions and discussion followed. Have met with hospitality industry managers and received very constructive feedback, future open house and public meetings will be upcoming. Sky Harbor -- Mr. DeCoster summarized on Sky Harbor fuel sales comparison.
- Ms. Joelle Bodin, Director of Finance and Administration, briefed on the accounting software initiative, implementation target date December 1st. Summarized on the proposed rates and charges and asked Board members to review and contact her with any questions, this will be an agenda item next month.
- Ms. Natalie Peterson, Director of Marketing & Communications, updated on the James L. Oberstar dedication event scheduled for October 30th, Mr. Werner thanked Ms. Peterson for all her efforts in coordinating this event. Ms. Peterson recognized the Terminal Facilities Manager, Mr. Ryan Welch, for all his work in preparing for this dedication. Briefed on the art policy and procedures, being reviewed and moving along.
- Mr. Werner summarized on the Sky Harbor project and the LCCMR committee presentation. Briefed on the Duluth Boat Club project discussions. Mr. Werner introduced Mr. Rick Moran, UWS, Department of Business & Economics to present on the air cargo study. Mr. Moran summarized on the goals, methodology, survey analysis and results of the study. Mr. Werner detailed further

on the air cargo study. Questions and discussion followed. Mr. Moran was thanked for his presentation.

Questions and discussion were discussed on several of the Executive Directors review items. Dir. Butler moved to approve the September 15th meeting minutes and other consent items below. Dir. Stewart seconded. Motion carried.

CONSENT ITEMS

Cash disbursement sheets #18, #19, and #20, 2015. Construction fund sheet #9, 2015.
Letters from DAA to Coffee Cabin regarding past due bills. Response from Hanft Fride legal counsel and response from Assistant City Attorney to Hanft Fride.
DNT news article "Duluth Receives Federal Funding for Electric Buses, Runway".
E-mail from Monaco Air Foundation with summary of September 2015 activities.
Letter from DAA to MnDOT Commissioner of Transportation thanking for his time touring the Duluth International Airport and facilities.
Letter from Republic Parking to DAA regarding adding additional responsibilities to current contract.
Letters from MnDOT Office of Aeronautics and FAA to Mr. Dwight Morrison responding to letters concerning the DAA 2013 Airport Master Plan update.

OPPORTUNITY FOR PERSONS TO BE HEARD

None

OLD BUSINESS

Ms. Bodin summarized on the 2016 budget assumptions. Dir. Rand moved to approve the resolution to approve the Duluth Airport Authority budget for the fiscal year 2016. Dir. Butler seconded. Motion carried. Questions and discussion followed.

NEW BUSINESS

Mr. DeCoster spoke on the Sky Harbor land leases. Dir. Rand moved to approve the Sky Harbor Hangar #2 land lease agreement between the Duluth Airport Authority and Sam DeLuca. Dir. Butler seconded. Motion carried.

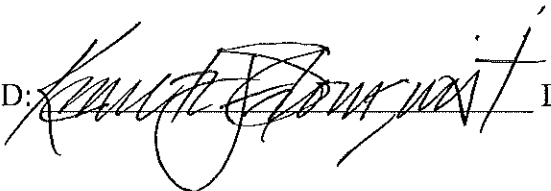
Mr. DeCoster briefed on the Building #311 lease amendments. Dir. Rand moved to approve the lease amendment, in form, for Building #311 between the Duluth Airport Authority and Cirrus Aircraft. Dir. Ross seconded. Motion carried.

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Dir. Butler moved to adjourn the meeting. Dir. Ross seconded. Motion carried. Vice Pres. Mullen adjourned the October 20th DAA board meeting at 9:41 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  DATE: 11-17-15