



MINUTES OF THE MEETING

DATE: April 28, 2015

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

DIRECTORS PRESENT: Ken Stromquist
Heather Rand
Ken Butler
Richard Stewart

DIRECTORS ABSENT: Mike Lundstrom
Pat Mullen
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, Com. & Marketing Director
Joelle Bodin, Director of Finance & Administration
Brian Madsen, Sky Harbor Manager
John DeCoster, Trillion Aviation
Kathy Carver, DAA Confidential Bookkeeper
Jana Kayser, Part Time Bookkeeper
Darren Christopher, RS&H
Benita Crow, SEH
Kaci Nowicki, SEH
Scott Sannes, SEH
Mike Dosan, Kraus Anderson
Don Monaco, Monaco Air Duluth
Mike Magni, Monaco Air Duluth
Andy Kast, UWS
Erica Hansen, UWS
Sarah LaPorte, UWS
Dan Priewe, UWS
Michael Krick, UWS
Cory Johnson, UWS
Amber Schnaur, UWS

Vice President Stromquist welcomed everyone and 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 and invited Mr. Tom Werner, Executive Director, to present on the Executive Director review.

EXECUTIVE DIRECTOR'S REVIEW

- Decreased year to date passenger numbers due to Allegiants withdrawal, United and Delta numbers are modest but strong. In June will attend an air service conference to meet directly with several airlines.
- Mr. Blaine Peterson, Director of Operations: Airside – is good; Landside – General Aviation Facility at Monaco Air timeline and update; Hangar 103 remodel going along well; Cirrus completion center update and next two steps. Mr. John DeCoster, Trillion Aviation, spoke on the Commemorative Air Force (CAF) hangar discussions, interim and long term options. Mr. Werner detailed further. Mr. Werner briefed on the David Wheat statue placement in front of terminal and June 5th dedication. Ms. Kaci Nowicki, SEH, spoke on Sky Harbor FONSI and the airport layout plan; Mr. DeCoster spoke on business development at Sky Harbor -- two current RFPs Food & Beverage and rental cars.
- Ms. Joelle Bodin, Director of Finance and Administration, spoke on the accounting software timeline, configuration and training. Planned implementation date of July 1st. She touched on the audit update and insurance update – researching options. Hydrosolutions -- waiting for a response back.
- Ms. Natalie Peterson, Communications and Marketing Director updated on the website process, timeline and inputs moving forward. Reminder for the Hermantown Chamber Unwined event this Thursday.
- Mr. Werner updated on the Legislative side – Congressional FAA Reauthorization (PFC); pilot training grants to stimulate pilot growth; advertising taxation language and bonding request.
- The next Northern Aero Alliance will be held in the DAA Amatuzio conference room tomorrow May 13th here at the airport.
- DAA staff members attended the MCOA Conference -- very good sessions. Mr. Werner has been elected Vice President of MCOA for this upcoming year; attended the National Business of Airports Conference -- very good conference.
- The Add In resolution for Cirrus Design ground estoppel will be tabled to be addressed at the May meeting.
- Mr. Werner presented a Customer Service Recognition award to Mr. Ken Schroeder, GSSC/Midwest Patrol Security for providing the excellent first and last face experience to the travelling customers at Duluth International Airport.

Questions and discussion followed on several of the Executive Directors review items. Dir. Butler moved to approve the March 17th meeting minutes and other consent items below. Dir. Stewart seconded. Motion carried.

CONSENT ITEMS

Cash disbursement sheets #5, #6 and #7, 2015. Construction Fund sheets #4 and #5, 2015.

Letter from DAA to MnDOT Office of Aeronautics regarding Duluth Sky Harbor (DYT) runway relocation project.

Aviation news releases – St. Cloud Times regarding study by Boyd Group for the St. Cloud Regional Airport.

City of Duluth application to petition to vacate street alley or utility easement.

Letter from DAA to Joint Airport Zoning Board updating on the status of airport zoning consultant work scope and MnDOT grant request.

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

Letter on behalf of the MN local airline service action committee (LASAC) to Congressman Nolan regarding reauthorization of the Federal Aviation Administration

Letter from Hermantown Chamber supporting DAA's position on the Passengers Facilities Fee.

News release Howie's Blog "Sen. Reinert Introduces New Bonding Bills for Duluth."

Thank you letter from DAA to 148th Fight Wing and ANG Fire Department for providing CPR/AED training to Airport Staff.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

Mr. Peterson invited Ms. Nowicki to present on the next segment of the Master Plan (MP) process. Mr. Werner mentioned that the Master Plan timeline has been expedited by one month, final brief next month, open house public meeting in June with Board approval in July. Kaci Nowicki, SEH, explained this presentation was a continuation of the overview of the Master Plan process. This portion is on the runway facility needs – 9/27 and 3/21 runway usage and length requirements, alternatives analysis process, zoning, alternative options considered and options selected. She updated on the timeline process for future board presentations as Mr. Werner had mentioned. Questions followed. Ms. Nowicki was thanked for her presentation.

NEW BUSINESS

Mr. Werner introduced and detailed on the concept study by the UWS Urban Planning and Transportation Systems class for a regional airport children's play area at Duluth International Airport. Ms. Amber Schnautz summarized on their research objectives, comparisons with similar airports, pros and cons for the play area. Mr. Corey Johnson spoke on the model themes/options, costs and potential sponsors for the proposed concept study. Questions and discussion followed. Mr. Werner thanked the entire project team for their efforts on this unique challenge and presentation. A public presentation on the conceptual study will be held on May 5th, 4 p.m. at UWS.

Mr. DeCoster explained the next two items were linked and summarized on the Monaco Air operation agreement and purchase of alert hangars. Mr. Werner detailed further. Questions and discussion followed. Dir. Stewart moved to approve the resolution for amendment #1 to the operating agreement with Monaco Air Duluth, LLC. Dir. Rand seconded. Motion carried.

Ms. Joan Christensen, Assistant City Attorney, explained the need for city council approval for the real estate process. Mr. Werner explained the sale of alert hangar 13/14 previous did not go through the city council approval process and would be included with this purchase agreement. Dir. Rand moved to approve the resolution approving alert hangar 11/12 purchase agreement with Monaco Air Duluth LLC, subject to approval by the Duluth City Council. Dir. Stewart seconded. Motion carried.

Mr. Peterson explained the relationship and training program with Fond du Lac Community College police training and recommended approval. Questions followed. Dir. Stewart moved to approve the agreement between Fond du Lac Community College and DAA for the purposes of emergency vehicle training. Dir. Rand seconded. Motion carried.

Mr. Peterson spoke on the SEH work order and recommended approval. Dir. Stewart moved to approve SEH Work Order #1 Master Plan public involvement. Dir. Stewart seconded. Motion carried.

Mr. Werner summarized on the grant application. Dir. Butler moved to approve the support of the 2016 Legislative Commission on Minnesota Resources (LCCMR) grand application for the Sky Harbor Airport project. Dir. Stewart seconded. Question followed. Motion carried.

Mr. Werner detailed on the bonding request. Ms. Christensen spoke on adding an amendment including Sky Harbor. Dir. Butler moved to approve the resolution to support the bonding request for the funding for the reconstruction and extension of the crosswind runway 3/21 project at the Duluth International Airport. Dir. Rand seconded. Motion carried. Dir. Butler moved to approve amending the resolution to add Sky Harbor improvements. Dir. Rand seconded. Motion carried.

Mr. Werner explained the Monaco Air Foundation Board. Dir. Butler moved to approve the resolution for Dir. Stromquist to represent DAA on the Monaco Foundation Board. Dir. Rand seconded. Motion carried.

Mr. DeCoster spoke on the background information for the Cirrus amendments to short term leases. Dir. Stewart moved to approve the amendment to Cirrus short term lease for Hangar 104 Bay 9/10 extending through December 2015. Dir. Butler seconded. Motion carried.

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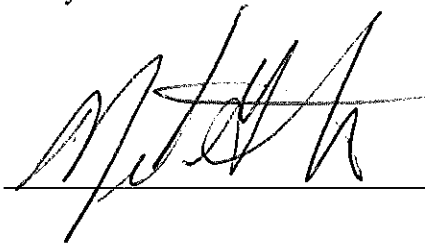
Dir. Butler moved to approve the resolution for the amendment to Cirrus Short Term Lease for Building 311 extending through December 2015 and adding additional space. Dir. Stewart seconded. Motion carried.

Dir. Rand moved to adjourn the meeting. Dir. Stewart seconded. Motion carried.

Vice Pres. Stromquist adjourned the April 28th DAA board meeting at 10:03 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____

DATE: 5-19-15