



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: August 21 2018

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

DIRECTORS PRESENT: Ken Butler
Anna Tanski
Craig Fellman
Richard Stewart
Todd Fedora
Kim Maki
Don McIsaac

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Joan Christensen, Assistant City Attorney
Blaine Peterson, Director of Operations
Joelle Bodin, Director of Finance & Administration
Brian Madsen, Sky Harbor Manager
Kathy Carver, Confidential Bookkeeper
Jana Kayser, Part Time Bookkeeper
Benita Crow, SEH
Kaci Nowicki, SEH
Shawn McMahon, SEH
Ryan Jones, KLJ
Don Monaco, Monaco Air Duluth
Bill King, Cirrus
Darren Christopher, RS&H
Eric Monson, LSH
Benjamin Vitulli, GSSC
William Leoni, GSSC
Jim McGarvey, GSSC
Kevin Norbie, 148th Fire
Edmond Stuart, 148th Fire
Tim Larson, 148th Fire
Ray Skoglund, 148th Fire
Matthew Carlson, 148th Fire
Grant Gimpel, 148th Fire
Marianne Torntore

President Butler called the meeting to order at 8:00 a.m. He reminded the public to sign in for the Opportunity to be Heard section and invited Mr. Tom Werner, Executive Director, to present on the Executive review. Mr. Werner explained there would be unique employee recognition

and invited Mr. Ben Vitulli and his supervisor Mr. William Leoni, Regional Director, General Security Service Corporation (GSSC), to the table. Mr. Werner gave background information on a medical emergency and Mr. Vitulli's quick action and effort, which were successful in saving the life of a fellow officer. He presented Mr. Vitulli with a certificate of appreciation. Mr. Leoni read the citation for Meritorious Action Award recognizing Mr. Vitulli's performance on that day and presented the award and service ribbon to him. Officer Vitulli was thanked for his service.

Mr. Werner updated on the following:

EXECUTIVE DIRECTOR'S REVIEW

- Air Service: Up 7.1% on the year to date (YTD) passenger numbers, with a very nice 13.4% increase July 2017 to 2018; Delta level with .8% YTD increase and United doing quite well with a 17.4% increase. Very positive meeting with SkyWest, they are pleased with both CRJ and mainline load factors, discussion for possibility of Denver service. Phoenix/Mesa air service – met with Allegiant and informed them we were not awarded the community air service grant, good meeting, they are focusing on medium markets at this time. Nashville Charter service – waiting for one community to gather their partnerships before the kick off announcement.
- Airfield operations and development:
 - * Airside: Mr. Blaine Peterson, Director of Operations, spoke on the Part 139 airfield inspection -- review went very well, one of the smoothest, kudos to all airfield and landside personnel for their great work. Mr. Peterson and Ms. Joan Christensen, Assistant City Attorney, will be meeting with St. Louis County regarding transfer of west airfield property, more to update next month. Overlooked on the runway 9/27 reconstruction project -- working on finalizing grant and updating comprehensive plan; Mr. Werner has been meeting with the tenant association and incorporating their feedback into this plan.
 - * Business/Property Development: Mr. Werner updated on the airline agreements, final phases of legal review, hope to present at the September meeting along with the Lake Superior Helicopter's operating agreement, renegotiating for a five-year term.
 - * Sky Harbor: Mr. Peterson explained the pre-construction meeting would be this afternoon, goal to start operations after Labor Day.
- Financial: Ms. Joelle Bodin, Director of Finance & Administration, presented and overviewed on the second quarter financial update. The Board thanked her for the review.
- Marketing: Mr. Werner updated on the Business Service center, confident the January 1st opening goal will be met.
- Legislative: Updated on the FAA Reauthorization and MnDOT sponsored bills.
- Other: Summarized on the Silver Bay Airport closure. Questions followed.

Questions and discussion followed on several of the Executive Director's review items. Dir. Stewart moved to approve the July 17, 2018 meeting minutes and other consent items. Dir. Tanski seconded. Motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #14, #15, #15A and #16, 2018. Construction fund sheet #10, 2018. Memorandum from Short Elliott Hendrickson, Inc. to DAA Regarding Estimated Grant Summary – AIP 59-15 and AIP 60-16.

Airport News: July 13, 2018, Conde Nast Traveler Article "Delta to Raise Ticket Prices Because of Higher Fuel Costs" and July 17, 2018 DNT Reader's View "Landscaping Sans Maintenance Wastes Money".

Thank You Letter from Duluth Air and Aviation Expo to DAA for Partnership and Support for the 2018 Air Show.

Weekly Duluth International Airport Tenant Operations Meeting Minutes July 24, 2018 Through August 14, 2018.

Letter from FAA to DAA Encouraging All Airports and the Aviation Industry to Report all Wildlife Strikes.

E-Mail from Monaco Air Foundation with Summary of July 2018 Activities.

Compliance and Recommendation Letter from the Federal Aviation Administration to DAA.

Sky Harbor Runway Relocation Newsletter Volume #7.

Link for Metropolitan Airports Commission (MAC) Commission Minutes – <https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Werner explained the sponsorship agreement. Dir. Fedora moved to approve the resolution for the Bulldog Sponsorship agreement between the Duluth Airport Authority and the University of Minnesota Duluth Athletics. Dir. Stewart seconded. Motion carried.

Ms. Jana Kayser, Part Time Bookkeeper, spoke on the terminal space lease and recommended approval. Dir. Tanski move to approve the resolution to for the terminal space lease agreement between the Duluth Airport Authority and Divine Carrier's LLC. Dir. Stewart seconded.

Motion carried.

Mr. Peterson overviewed on the military cooperative agreement and recommended approval. Questions followed. Dir. Fedora moved to approve a Military Construction Cooperative Agreement (MCCA) #W912LM-18-2-2004 between the Duluth Airport Authority for repair of Taxiway A5 FMKM182011. Dir. Tanski seconded. Motion carried.

Dir. Maki moved to adjourn the meeting. Dir. Fellman seconded. Motion carried. Pres. Butler adjourned the August 21st DAA Board meeting at 8:31 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: Kenneth D. Butler DATE: 9/18/18