



DULUTH INTERNATIONAL AIRPORT

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**DULUTH AIRPORT AUTHORITY
SPECIAL MEETING AGENDA
JUNE 18, 2019**

**HANGAR 1
SKY HARBOR AIRPORT**

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

II *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

A. Approval of May 21, 2019 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Cash Disbursement Sheets #10, #11 and #11A, 2019. Construction Fund Sheet #6, 2019.

IV *CORRESPONDENCE

- A. Duluth International Airport Runway 9/27 Reconstruction Project News Releases: May 10, 2019 "Tenant and Airfield User Notice", May 20th, 2019 Project Update "Runway 9/27 Closure" and "Final Phase of Runway 9/27 Reconstruction to Begin".
- B. May 10 2019 Working Group III Minutes
- C. May 28, 2019 Notice Letter from DAA to Duluth Airport Tenants and Businesses Regarding July 20 – 21 Duluth Air Show Upgraded Security Policy.
- D. June 2, 2019 E-Mail from Monaco Air Foundation with Summary of May 2019 Activities.
- E. June 4, 2019 Letter from MN State Auditor to DAA Regarding Completion of Audit for the Year Ended December 31, 2018.
- F. June 6, 2019 Monthly Duluth International Airport Tenant Operations Meeting Minutes.
- G. Press Releases: May 22, 2019 DNT "Dante Tini's Remains Return Home 77 Years After He Perished at Pearl Harbor" and May 23, 2019 Star Tribune "Decades After Pearl Harbor, a Minnesota Sailor's Remains are Coming Home".
- H. Runway 9/27 Reconstruction: Phase 3, Duluth International Airport (DLH), Project Newsletter #2, #3 and #4.
- I. June 10, 2019 Monthly Construction Project Progress Report, Duluth International Airport, Runway 9/27 Reconstruction, Phase 3, Report #1,
- J. Link for Metropolitan Airports Commission (MAC) Minutes --
<https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.

V OPPORTUNITY FOR PERSONS TO BE HEARD

VI OLD BUSINESS

- A. Resolution to Approve Duluth Air & Aviation Expo Air Show and Exhibition Agreement Between the Duluth Airport Authority and Kernz & Kompany.

VII NEW BUSINESS

- A. Resolution Authorizing Lake Superior College to Sublease Its City Owned Hangar Property at Duluth International Airport to Kernz & Kompany, Inc. for Use at Year 2019 Airshow.
- B. Resolution to Award a Contract to Northland Contractors of Duluth, Inc., in the Amount of \$3,113.750 (Base Bid) for the Duluth Sky Harbor Airport, Runway Realignment Project Phase 3.
- C. Resolution to Accept Purchase Order Quotation from Boreal Natives in the Amount of \$34,490 for the Mitigation Package for the Duluth Sky Harbor Airport, Runway Realignment Project Phase 3.
- D. Resolution to Approve SEH Work Order No. 2019-3 for Federal Aviation Regulations (FAR) Part 150 Noise Compatibility Study Update Duluth International Airport (DLH).
- E. Resolution to Approve the Scope of Work for the Federal Aviation Regulations (FAR) Part 150 Noise Compatibility Study Update.
- F. Resolution to Approve SEH Work Order No. 2019-6 for Construction Administration, Observation and Closeout, Mitigation Monitoring Services for Duluth Sky Harbor Airport, Runway Realignment Project Phase 3.
- G. Resolution to Approve SEH Work Order No. 2019-7 for Completion of an As-Built Airport Layout Plan (ALP) and Exhibit A Property Map for Duluth Sky Harbor Airport.
- H. Resolution to Approve the Memorandum of Agreement (MOA) No. 697DCM-19-L-00054 for Sky Harbor Airport Between the Duluth Airport Authority and Federal Aviation Administration
- I. Resolution to Approve the Selection of Duluth Airport Authority Officers.
- J. *April 2019 Financial Report.
- K. *May 2019 Accounts Receivables.
- L. *May 2019 Airline Statistics (To Be Distributed At Meeting).

VIII DIRECTORS REPORTS

Items annotated by an () are approved by consent and require no discussion or action unless questioned by a Director (In accordance with resolution passed by Directors at March 19, 2002).*

EXECUTIVE DIRECTORS REVIEW



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

DATE: June 18, 2019
TO: DAA Directors
FROM: Executive Director
SUBJECT: EXECUTIVE DIRECTORS REVIEW

The following items will be briefed during the Executive Director's Review. If action is required of the DAA on any of these items, they will also appear on the agenda. If you have questions or desire additional information, please contact me and I will provide it at the DAA meeting.

AIR SERVICE

- Passengers YTD Numbers Not Available at Time of Board Packet Distribution
- 1,156 American Passengers in May
- JumpStart Recap

AIRFIELD OPERATIONS

- Airside
 - ☐ Master Plan Update
 - ☐ Runway Reconstruction Update
 - ☐ Airshow Planning
- Landside
 - ☐ NSR
- Sky Harbor
 - ☐ Runway Width Alternative
 - ☐ Runway Realignment Phase 3 Schedule Alternatives
 - ☐ The FAA's RTR

BUSINESS/PROPERTY DEVELOPMENT

- Landline Launch

FINANCIAL UPDATE

- NSR

MARKETING UPDATE

- NSR

LEGISLATIVE UPDATE

- Airport Zoning Legislation
- State Aviation Infrastructure Funding

PRESENTATIONS/TOURS/TRAVEL RECAP

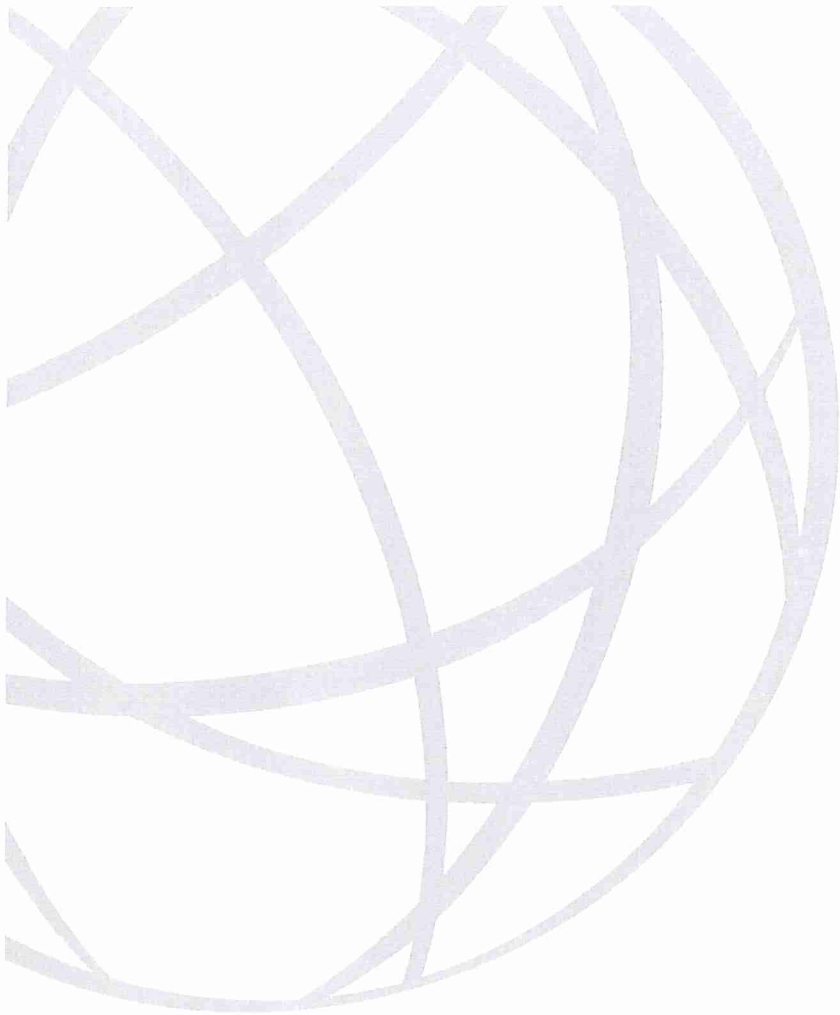
- NSR

OTHER

- Strategic Plan Update
- Joint Zoning Board Update

Submitted by,

Thomas J. Werner, C.M.
Executive Director



Public Involvement Plan (PIP)

Airport Master Plan

Duluth International Airport

DULAI 150733 | June 11, 2019



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Table of Contents

Introduction and Purpose	1
Goals and Expected Outcomes.....	1
Audiences.....	1
Federal Agencies	2
State Agencies	2
Local Government	2
Airport Tenants.....	2
Airport Users	2
Off Airport Stakeholders	1
Outreach Techniques	1
In-person Engagement.....	1
Written and Online Engagement	1
Project Messaging and Tone.....	3
Public Involvement Schedule	2
Documentation of Efforts.....	2

List of Appendices

Master Plan Stakeholder Involvement Schedule
Master Plan Brand Strategy Document

Public Involvement Plan

Airport Master Plan

Prepared for Duluth Airport Authority (DAA)

Introduction and Purpose

The Duluth Airport Authority (DAA) will be completing an Airport Master Plan and Airport Layout Plan (ALP) update. At the conclusion of the Master Plan, the DAA will be able to provide opportunities for businesses to grow and or relocate, anticipate the evolving demand for air service in our region, better respond to the needs of general aviation, improve agility in responding to tomorrow's opportunities and challenges, complement its neighboring communities and maintain the DAA's financial sustainability.

This Public Involvement Plan (PIP) documents how the Duluth Airport Authority (DAA) will engage with project stakeholders to inform, educate and solicit feedback throughout the Master Plan process. The DAA wishes to provide the opportunity for all stakeholders to participate and be heard throughout the Master Plan process. This PIP will be updated as needed throughout the project as needs and situations dictate.

Goals and Expected Outcomes

The goal of the PIP is to document the strategies the project team will implement to educate and increase awareness of the Master Plan, as well as to gain input and provide opportunities for feedback. The plan will identify methods and techniques for sharing complex, technical information gathering input with project stakeholders.

The following goals are the driving factors in the development of the PIP:

- Conduct a transparent, inclusive and collaborative planning master planning process
- Build stakeholder trust and support for the process through proactive, consistent, collaborative and meaningful engagement.
- Educate and inform project stakeholders
- Solicit stakeholder feedback
- Identify areas of interest and concern
- Conduct a flexible and adaptable stakeholder engagement process

Audiences

Several varying audiences/stakeholders will be engaged with as part of this plan. Each audience will require different levels of involvement, have different levels of project interest and understanding, and may require different methods and timing of outreach.

The following stakeholders are included in this plan:

Federal Agencies

- Federal Aviation Administration (FAA)
 - Airports District Office (ADO)
 - Tech Ops
 - Flight Procedures
 - Air Traffic Control Tower (ATCT)
- United States Customs and Border Protection (USCBP)
- United States Army Corps of Engineers (USACE)
- Transportation Security Administration (TSA)
- National Weather Service (NWS)

State Agencies

- Minnesota Department of Transportation (MnDOT)
- Minnesota Department of Natural Resources (MNDNR)
- Minnesota Pollution Control Agency (MPCA)

Local Government

- Duluth Airport Authority (DAA)
- City of Duluth
- City of Hermantown
- City of Rice Lake
- City of Superior, Wisconsin
- Canosia Township
- St. Louis County
- Joint Airport Zoning Board (JAZB)

Airport Tenants

- Duluth International Airport Tenants Association (DIATA)
- 148th Fighter Wing
- Airfield Rescue and Fire Fighting (ARFF)
- Monaco Air (FBO)
- Lake Superior College
- Lake Superior Helicopters
- Cirrus Aircraft
- FedEx
- Bemidji Aviation
- AAR
- Delta Airlines
- United Airlines
- SkyWest Airlines
- American Airlines
- Sun Country Airlines
- Delta Global Services (DGS)
- Envoy
- Allette
- Private hangar owners
- Rental car agencies

Airport Users

- Airline passengers
- Based aircraft owners
- Transient airport users
- Charter operators
- Duluth Flying Club(s)
- Kern and Kompany
- Employees (of airport businesses)
- Commercial Vehicles

Off Airport Stakeholders

- General public
- Local residents
- Area businesses
- Duluth Chamber of Commerce
 - Military Affairs Committee
- Hermantown Chamber of Commerce
- Superior Chamber of Commerce
- Visit Duluth
- Northern Aero Alliance
- APEX
- Duluth Economic Development Authority (DEDA)
- Duluth Seaway Port Authority
- Metropolitan Interstate Council (MIC)
- Iron Range Resources and Rehabilitation Board (IRRRB)
- Citizen's Committee for Environmental Concerns
- Arrowhead Regional Development Commission (ARDC)
- Congressional delegation
- Media
- Duluth Transit Authority (DTA)

The DAA will continue to identify stakeholders throughout the project.

Outreach Techniques

The following outreach techniques will be utilized throughout the project. The project team will meet monthly to evaluate and plan implementation of stakeholder outreach. The techniques and schedule of engagement used will be evaluated and modified as needed throughout the project to meet stakeholder needs. A draft schedule of Stakeholder Involvement activities is included in **Appendix A**.

In-person Engagement

Master Plan Advisory Committee (MPAC) Meetings

A Master Plan Advisory Committee (MPAC) will be formed at the beginning of the project. The MPAC will serve in an advisory role throughout the Master Plan process and represent a wide array of stakeholders, including local government representatives, airport users, the business community and economic development organizations. This committee will serve several important functions including: representing the broad range of stakeholder groups; reviewing, understanding and sharing project updates; and providing input on the project while serving as a voice of key stakeholders. While representation on the committee should be broad and diverse, maintaining a functional group size will also be important to maximize the effectiveness of this committee.

This group will meet approximately six times throughout the project. The preliminary list of invitees includes:

- City of Duluth
- City of Hermantown
- City of Rice Lake
- Canosia Township
- City of Superior
- Duluth International Airport Tenant Association (DIATA)

- Air National Guard 148th Fighter Wing
- Metropolitan Interstate Council (MIC)
- APEX
- Iron Range Resources and Rehabilitation Board (IRRRB)
- Congressman Stauber
- Senator Klobuchar
- Senator Smith
- General Citizens

Technical Topic-Specific Working Group/Technical Advisory Committee Meetings

Topic specific working groups or technical advisory committees will be established for various topics throughout the project. These groups will gather as needed to discuss specific topics and alternatives at a technical and detailed level. Some topic groups may meet more than once while other topics may only necessitate one topic-specific meeting. These meetings are meant to be technical in nature. Invitees for each topic will include stakeholders that may be affected or could provide technical information on a specific topic. While targeted invitations will be sent for these meetings, they will also be posted on the project webpage and open to the public.

Duluth Airport Authority (DAA) Meetings

Project updates and presentations will be given monthly at DAA Board meetings. Meetings are noticed and open to the public. Copies of the project presentations will be included in the meeting minutes and posted on the Airport website.

Tenant/Airport User Meetings

Master Plan updates will be given at the monthly (or as scheduled) airport tenant meetings. These updates will include general project information as well as any upcoming project meetings, newsletter distribution and other relevant project information.

FAA and MnDOT Meetings

Meetings with FAA and MnDOT will be held throughout the project. A kick off meeting will occur with each agency and quarterly meetings will be scheduled throughout the project to discuss and review project materials and decision points. FAA and MnDOT will also be invited to project meetings as needed throughout the process. Meetings will allow for collaboration between the DAA and the agencies.

Community/Stakeholder Hosted Meetings

Throughout the project, the project team will attend meetings hosted by on and off airport stakeholders. Where applicable and feasible, the project team will give project updates and presentations. These opportunities may include the following types of meetings:

- Annual Runway Safety Action Team (RSAT) meeting hosted by FAA
- 148th FW AOB Meetings
- Duluth Chamber of Commerce
- Hermantown Chamber of Commerce
- Superior Chamber of Commerce
- Military Affairs Committee
- St. Louis County and Duluth Days
- Metropolitan Interstate Council
- Northern Aero Alliance
- Joint Airport Zoning Board
- Visit Duluth
- Other local neighborhood events/meetings
- City Council meetings
- Others as needed

One-on-one Stakeholder Engagement

One-on-one meetings will be held with various stakeholders throughout the project on an as-needed basis. One-on-one meetings will allow for focused conversation on a specific topic or user. These meetings also provide for updates to those who may not be able to attend other forums. This type of stakeholder meeting may include agencies, local government, airport tenants, airport users, public organizations and other stakeholders.

Open Houses

At least two open houses will be held throughout the process to provide information to the general public. The open houses will serve as a way to provide project information and to solicit feedback from project stakeholders. The open houses will include a mix of project materials and project presentations. The project team will be available throughout each open house to answer questions. The location of each Open House will be determined as needed with consideration being given to identifying a day, time and venue that is easily accessible and inviting to project stakeholders.

Written and Online Engagement

Project Brand and Logo

A project brand and logo will be developed for use throughout the project. The project brand will be used on written project materials and throughout all public involvement efforts.

Project Webpage

A project webpage within the DAA website to house project information. The webpage will be updated throughout project to include draft materials, meeting materials and summaries, schedule, upcoming events and meetings, newsletters, blog posts, opportunities for stakeholders to sign up for information and how to provide public comment. Once created, the webpage will be updated as the project progresses.

Blog Posts

Blog posts will be created throughout the project and posted to the webpage. The blog posts will be used to disseminate topic-specific information to the general public. They will be written in an easy to understand, quickly digestible format aimed at increasing the understanding and interest in elements of the Master Plan study. Approximately 20 blog posts are anticipated throughout the project.

Newsletters

Project newsletters will be developed and distributed to stakeholders using MailChimp. Newsletters will also be available to the public on the project webpage. Newsletters will be sent bi-monthly.

Project Flyers

One-page project flyers will be created as needed to disseminate project information. The flyers will be topic specific and utilize a consistent flyer template. Project flyers will cover various topics which may include Master Plan FAQ, activity forecasts, airline leakage information, Runway 3/21, taxiway network, airport financial plan, building area development/redevelopment opportunities,

airport zoning needs, air traffic control tower needs and alternatives, Master Plan overview and other topics. It is anticipated that approximately eight separate flyers will be created throughout the project.

Project Story Map

A Story Map will be created in GIS to share an introduction to the airport as well as to present Master Plan recommendations and information. This Story Map will be created as a means for the general public to better understand and interact with the Master Plan. A link to the Story Map will be available on the project webpage.

Executive Summary

A project executive summary document will be created to serve as a short and easy to understand summary of the Master Plan recommendations and conclusions. The executive summary will utilize graphics to share project information in an easy to read and understand format. The executive summary will be printed and also available on the project website at the end of the project.

Press Releases

At key points during the project, press releases will be used to provide project updates to the general public.

Meeting Announcements

Announcements for meetings will be distributed via US mail and/or email to identified stakeholders and invitees. Meeting announcements may also be included on the project website, social media, local papers and other local methods of information sharing, as necessary.

Email

Email will be utilized to share project newsletters and meeting notifications. An email distribution list will be developed to maintain contacts who wish to be updated on project progress.

Social Media

Social Media will be utilized to share project newsletters, blog posts and updates and to share meeting notifications. The Airport's Facebook page and Twitter account will be utilized. Information can also be shared with other local governments for sharing on their respective social media pages if they choose.

Public Involvement Schedule

A public involvement schedule will be developed for the public involvement efforts and included in **Appendix A**. The PIP will be updated with a branded schedule once the logo development process is complete.

Documentation of Efforts

Documentation of stakeholder outreach efforts throughout the project will be critical. The documentation will provide a history and record of the process and any commitments made throughout outreach activities.

Engagement Summaries

The SEH project team will document and summarize each outreach effort in a public engagement log. SEH will provide monthly public engagement updates to the DAA during regular monthly Board meetings.

Meeting Documentation

All meetings will culminate in succinct and detailed meeting minutes that document the discussion. SEH will prepare meeting minutes which will be distributed to all attendees for review, comment, and concurrence. Meeting summaries will also be prepared to synthesize meeting topics and conclusions. Meeting minutes and summaries will be posted on the project webpage.

Feedback/Comment Documentation

SEH will document stakeholder feedback and questions throughout the process. Feedback and questions will be documented in a Request for Information (RFI) log/spreadsheet. The RFI log will include date, contact information and the comment/question. This will track the submitter name, date, and the comment or question. The RFI log will also track the manner in which the comment or question was responded to or incorporated into the project.

Project Messaging and Tone

Project information will be created using plain language with minimal use of acronyms or jargon. When necessary, easy to understand definitions and explanations will be included for technical terms and information. The communication tone will be direct, honest, collaborative and welcoming. A brand strategy document is included in **Appendix B**.

Appendix A

Master Plan Stakeholder Involvement Schedule

Note: *The PIP will be updated with a branded schedule once the logo development process is complete.*

Appendix B

Master Plan Brand Strategy Document

Duluth International Airport

Long-Range Master Plan

GOALS

- Create a general awareness for the plan
- Allow all stakeholders to be heard and feel listened to
- Set a vision for the future of the DLH airport
- Inspire the community to think of the possibilities that can be created with the airport
- Gain support by making sure the public is fully educated on the topic
- Maintain transparent engagement with stakeholders
- Establish overall “peace in the valley”

Measurable Goals

Measurable goals will be developed for various outreach efforts throughout the project. The goals will be documented and tracked in the public involvement documentation process. Overall goals may include:

- Maintain or improve the open rate of newsletter emails
- A positive acceptance of the plan as a credible process

COMMUNICATION OBJECTIVES

- Create a community of well-informed stakeholders
- Active participation in the planning process
- Acceptance for, and inclusivity in, the long-range process

THE STORY OF THE MASTER PLAN

For some residents of our region, it's that beautiful building on the hill they might never have the chance to visit. For travelers, it's a fast, friendly way to connect to the world. But the Duluth International Airport is so much more than arrivals and departures. Through the guiding work of the Duluth Airport Authority, it is both a provider of a wide spectrum of air services and a prominent driver of the regional economy.

As the Duluth International Airport experiences a period of change, the air service industry is also changing. Carrier options have increased. Security regulations are in constant flux. Changes to weather patterns affect delays and cancellations. And the emergence of the unmanned aircraft industry will likely create a sea of change in the way air travel is conducted and regulated in the future. The hard truth is that at current volume, equipment, staff and airline management levels, we will need to build flexibility in the system to accommodate that change. While the future of air travel and the future of the Duluth International Airport both look bright, hoping for the best is simply not good enough.

The Duluth International Airport is not willing to take a wait-and-see approach. As a regional economic leader, they have undertaken the bold and necessary step to create a long-range strategic plan for the future. And as a proud community partner, they have made hearing from their community a top priority of that process.

ELEVATOR SPEECH

There has been a great deal of positive growth at the airport in the past few years, and that growth, combined with changes to regulations and user needs, means the airport needs to prepare for tomorrow.

But there isn't a current, viable plan in place to guide the future of the airport.

Therefore, this new long-term plan created in partnership with stakeholders is a vital step in setting a new course for the airport and our entire region.

POSITIONING

We will position ourselves as the leaders of this initiative. We will do this by:

- Maintaining the positive voice for the campaign
- Gathering and synthesizing all information and collected feedback
- Encouraging open and transparent conversations about the future of the airport
- Creating a forward-looking and collective vision for the airport in 20 years

POSITIONING STATEMENT

"We are thoughtful and inclusive in how we grow, and this process is a vital step in setting a successful course for the airport and our entire region."

STAKEHOLDERS

Airport Tenants:

There are many businesses that operate on the airport grounds. These businesses can range from aviation, tourism or other ancillary businesses that need a successful airport to succeed. Growth of the airport helps provide opportunities for these businesses to grow, too. This group will provide a deep well of information that will help shape the outcome of the plan.

Includes:

Airlines; Businesses in terminal; Aviation cluster; Commercial vehicles; Car rentals; Buses; Lake Superior College; Lake Superior Helicopter; Monaco Air; FedEx; Cirrus; Flight Base Operations (FBO)

Opportunities:

- Growth for businesses on airport grounds
- Increased employment
- Allows businesses to plan their own growth
- A better airport will create more reliable flight schedules

- More aviation education and awareness

Threats:

- Impact of construction
- Cost/How much will they need to invest
- Could create added competition
- Tenant expectations may be unattainable

Messaging:

- We need your input to make this plan work.
- This plan will allow you to make informed decisions to grow your business.
- Growing together.

General Public:

This airport belongs to the entire community. Whether for business, leisure or employment, the growth of the airport is important to everyone. Because of the economic implications of this plan, even people who do not use the airport will be affected through economic growth and the jobs created because of that growth.

Includes:

Passengers; Local business leaders; General aviation; General Citizens;

Opportunities:

- Job growth
- A better airport will create more reliable flight schedules
- Community vibrancy
- Ease of access to the terminal
- Safety and security
- Economic growth

Threats:

- Additional growth could create too much noise and congestion
- Concerned about possible increase in taxes
- Disruptions due to construction
- Change in general

Messaging:

- Growth of our airport means more opportunities for our community.
- It is a way for us to attract more flights options/lower ticket prices.
- A growing airport means more jobs.
- This is your airport. Help us make it the best it can be.

Government:

Government entities have a large say in the growth of the airport. Legislative groups need to approve funding for any growth opportunities identified in the plan. Local government will need to be aware of growth plans so they can plan further for the success and happiness for their communities.

Government leaders and politicians can also be vocal supporters of this initiative. Providing them with facts and information will give them a message they can share with constituents and fellow government officials.

Includes:

Cities of Duluth, Hermantown and Rice Lake; Port Authority; Legislators; Visit Duluth; DEDA; APEX; FAA; MnDot

Opportunities:

- | | |
|---|-----------------------------|
| • More effectively advocate for the airport | • Funding |
| • Plan for the future of their communities | • Land use |
| • Job creation | • Noise |
| • Community vibrancy | • Environmental impact |
| • Increased safety and security | • Business operation impact |
| • “Peace in the Valley” | • Political conflict |
| | • Increased traffic |

Threats:

Messaging:

- We are using taxpayer dollars in a proactive way.
- This plan will help create economic growth for your communities.
- Talking points are available for you in this plan.
- We are creating a safer, more secure and more accessible airport.

Military:

The 148th Fighter Wing is an important part of the airport and general community. Growth and success of the airport means expanded opportunities for military growth as well. Expanded missions and long-term sustainability mean that they can continue to be part of our community for a long time.

Includes:

The 148th Fighter Wing

Opportunities:

- Long-term sustainability
- Shows strong community support
- Expanded missions
- Bolsters message to lawmakers
- Cross-over employment

Threats:

- Maintaining infrastructure
- Possible airport environment that no longer works for them
- Possible cost sharing

Messaging:

- Our community wants you to be here for a long time.
- Plan your fleet. Expand your missions.
- Renewed infrastructure and increased stability presents you with a competitive advantage.

DAA Staff & Board:

The staff at the airport will be greatly affected on a day-to-day basis. We need to make sure our team is fully informed and on-board with the plan. While the workload is likely to increase, being informed of the long-range plan will allow their hard work to be part of a bigger goal that one can be proud to be a part of.

Includes:

DAA Staff & Board Members

Opportunities:

- Job security
- Financial sustainability
- Strong business plan to align team with business goals
- Create transparency
- Create positive culture
- Education and awareness
- Safety & security

Threats:

- Cost to implement initiatives
- Increased workload
- Possible management of negative community engagement
- Political pressure
- Disagreements
- Fear of change

Messaging:

- It's going to take all of us to make this successful.
- Safe and secure airport. Safe and secure futures.
- Let's work together to create a sustainable and predictable plan for the future.

tone of the campaign

Direct

When creating communication, focus on simple, short sentences. Avoid flowery language that uses metaphor and simile, or overly aspirational language that casts a poetic eye to the future. Explain what you're doing and why it matters to the audience succinctly. Your goal is not to inspire passion or cause a standing ovation — rather to inform, educate and solicit help.

Honest

Stick to facts and known information. If there are particular concerns you know this audience will have, get out in front of them by addressing them early and honestly. Don't over-promise or make assumptions.

Collaborative

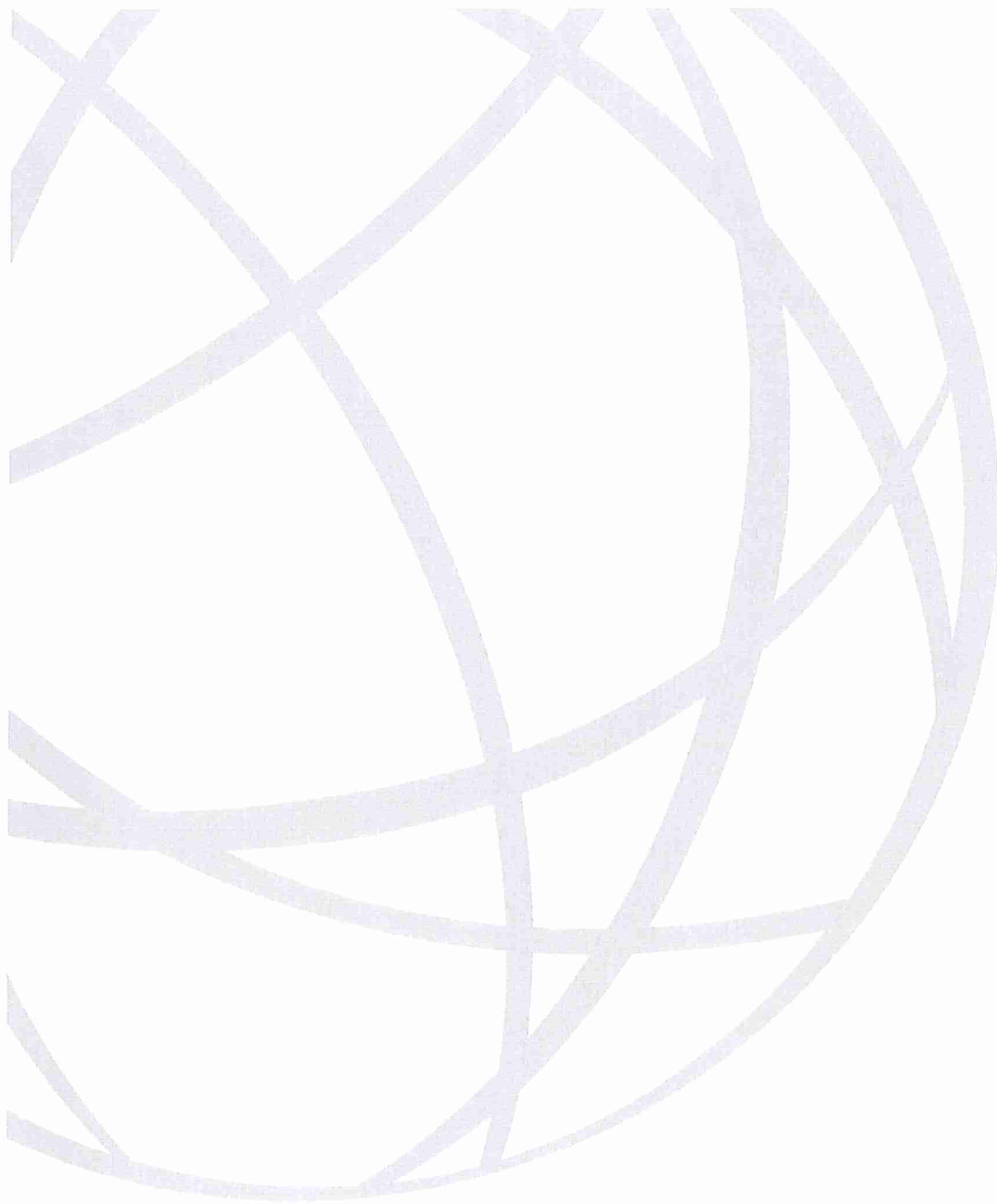
Whenever possible, speak as though it's "we," not "us" and "you." Additionally, words like *community*, *ally*, *combine*, *merge*, *integrate*, *participate* and *cooperate* will help cement your desire to engage the region in the process.

Welcoming

Contractions like *it's*, *isn't* and *haven't* create an informal, comfortable tone that is still professional. To the general public's ear *it is*, *is not* and *have not* can feel authoritative, distancing and even patronizing. Avoid jargon or unfamiliar abbreviations and terms whenever possible. When not, immediately follow the first usage with a definition or explanation.

TACTICS

- Public Involvement Plan
- Logo
- Web Page
 - Reporting and analytics, eight (8) reports total
- Blogs, twenty (20) blogs total
- Informational Flyer, one (1) two-sided template
- Public Meeting Announcement, one (1) template
- Executive Summary, one (1) 5 - 10 page executive summary design
- Pull Up Banners, two (2) total



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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a companywide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.



MINUTES



DRAFT

MINUTES OF THE MEETING

DATE: May 21, 2019

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

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

DIRECTORS ABSENT: Kim Maki

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 Communications & Marketing
Joelle Bodin, Director of Finance & Administration
Jana Kayser, Business Development Manager
Ryan Welch, Airport Facilities Manager
Brian Madsen, Sky Harbor Manager
Kathy Leon, Confidential Bookkeeper
Benita Crow, SEH
Kaci Nowicki, SEH
Scott Sannes, SEH
Don Monaco, Monaco Air Duluth
Bill King, Cirrus Design
Peter DeSutter, AAR
Nicholas Hugo, American Airlines/Envoy
Bob Lender, FAA
Dwight & Jean Morrison, CCEC
Robert & Faye Topliff, CCEC

President Butler welcomed everyone and called the meeting to order at 8:00 a.m. He reminded the public to sign in for the Opportunity to be Heard section. He invited Mr. Tom Werner, Executive Director, to present on the Executive review. Mr. Werner introduced the new American Airlines (AA) / Envoy Station Manager, Mr. Nicholas Hugo. Mr. Hugo briefed on his background and expressed his excitement for managing the AA operations at DLH. The Board welcomed him. Mr. Werner updated on the following:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: A relatively even month with a 4.4% increase year to date (YTD) passengers from April 2018 to 2019. Delta YTD has a slight decrease, but a 3.4% increase for the month, United had a slight monthly decrease of 2.4% and another strong YTD showing with a 12% increase -- going forward with AA, will be interesting to see the percentages. Mr. Werner presented a snapshot and summary of the DLH air service for fourth quarter 2018 and moving forward. He spoke on increases to flights, passengers, fares, Revenue Per Available Seat Mile (RASM) performances, top originating destinations, market shares, leakage by airport and carrier; will continue to monitor -- questions followed. Mr. Werner will be attending the annual Jumpstart Conference in June -- confirmed meetings with Delta, Allegiant, Sun Country and American.
- Airfield operations and development:
 - * Airside: Mr. Werner invited Ms. Kaci Nowicki to present on the Master Plan (MP), Exhibit A property map and FAR Part 150 noise study scoping and budget update. She overviewed on the MP Public Involvement Plan (PIP), the Master Plan Advisory Committee (MPAC), branding and project website set up, Mr. Werner detailed further. She spoke on the overall MP process and Exhibit A property map research. Ms. Nowicki summarized on the FAR Part 150 study scope -- maps, compatibility program, public information process, timeline, project budget and next steps -- anticipate an 18 to 24 month process for this study. Mr. Blaine Peterson, Director of Operations, updated on the Runway 9/27 reconstruction -- pending issue from Phase 1 and 2, mitigation procedure to happen this Friday, questions followed; Updated on the third workgroup meeting -- good participation and representation; Construction has started, kudos to Shafer Construction -- great communication and work ethic; Slight traffic control issue -- will better define the public and construction traffic routes. He presented slides for Phase 3, timeline schedule and detailed on the project work; have started the weekly construction meetings along with a weekly high point fifteen minute brief for off-site stakeholders. Mr. Peterson invited Mr. Bob Lender, FAA Technical Operations, to speak on the Runway Instrument Landing Systems (ILS). Mr. Lender overviewed on the reliability and siting issues, corrections and the long-term plan to move ILS site; questions and discussion followed. Mr. Peterson updated on the Air Show -- at a recent meeting there was a discussion about changes to the Friday military show -- explained the situation of incorrect information provided by the Air Show representatives regarding the airport and airline operations, detailed on the importance of Temporary Flight Restrictions (TFR) timeline and adjustments; trying to schedule a meeting and conversation with Air Show representative and Veteran stakeholders to explain changes and correct the record. Mr. Werner commented on the situation, communication and partnership; questions and discussion followed.
 - * Sky Harbor: Mr. Peterson spoke on the runway width alternative update, the environmental assessment (EA) should be completed by August; Phase 3 of the Sky Harbor Airport runway realignment project is out for bid now, overviewed on project, timeline, weather concerns, bid alternative and bargaining materials. Updated on the FAA's

Radio Transmitter Receiver (RTR) and the public information process. Mr. Peterson spoke on the current operations at Sky Harbor -- high water levels and preventative seaplane ramp work due to those levels, Mr. Brian Madsen, Sky Harbor Manager, detailed further.

- Business/Property Development: Ms. Jana Kayser, Business Development Manager, overviewed on the American Airline (AA) build-out, thanked the terminal facilities crew for all their time and work on this startup -- the AA launch will be this Thursday. Landline is starting up in June, spoke on the hiring process, everything is going smoothly -- launch will be June 4th.
- Financial: Ms. Joelle Bodin, Director of Finance and Administration, overviewed on the completed State Audit, final published audit will be sent to everyone in a few weeks. She presented and detailed on the 2018 year end summary and 2019 first quarter financials; briefed on the Sky Harbor Airport financials.
- Marketing: Ms. Natalie Peterson, Director of Communications & Marketing -- continue the business meetings regarding Fly Local campaign, good conversations and support. Detailed on the American Airlines launch event timeline and giveaway items, a water salute is planned and spoke on the social media opportunity with the first flight departing.
- Legislative: Mr. Werner explained the airport zoning legislation is in, along with an increase to the MnDOT base appropriation for airport use on capital projects. Passenger Facility Charge (PFC) still no word from Congressman Stauber on formal position with PFC's.
- Presentations Recap: Mr. Werner attended the AAAE Economic Development conference, great presentations and conference; MCOA annual conference, very good, one of the best attended; presented at the Leadership Duluth Transportation Day, received very well and will be in DC with the Military Affairs Committee advocating for the 148th Fighter Wing.
- Other: Mr. Werner updated and reviewed the process for renewing the five-year strategic plan; Ms. Ann Glumac will be facilitating this process -- targeting August for the meeting date. The June Board meeting will be held at Sky Harbor Airport. Mr. Peterson updated on the Joint Airport Zoning Board (JAZB) and the draft zoning ordinance meetings and process. Mr. Peterson spoke on the on the planning and coordination with family and organizations for the event returning Petty Officer Tini; a great honor to be a part of this event. The Board expressed their appreciation for all the work and coordination in this endeavor.

Questions and discussion followed on several of the Executive Director's review items. Dir. Stewart moved to approve the April 16, 2019 meeting minutes and other consent items. Dir. McIsaac seconded. Motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #8 and #9, 2019. Construction Fund Sheet #5, 2019.
E-Mail from Monaco Air Foundation with summary of April 2019 Activities.
DAA Minutes

Memorandum regarding Runway 9/27 Reconstruction Phase 3 – public outreach efforts.
May Business North article “Duluth International Airport Attracts Third Carrier, Bus Service”.
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

Pres. Butler invited Mr. Dwight Morrison to speak to the Board. Mr. Morrison, Citizens Committee for Environment Concerns (CCEC), explained his involvement in noise issues for the last thirty to forty years and his interest in the monitoring of the noise study. He attended today's meeting for information on the Master Plan and FAR 150 noise study. He expressed his appreciation for the presentations today, and requested copies of these presentations. Pres. Butler thanked Mr. Morrison for his comments and encouraged his committee to follow the website information and attend the planned public information meetings to share any concerns they may have. DAA will make their best efforts to address the committee concerns.

Ms. Fay Topliff was invited to speak to the Board. Ms. Topliff, CCEC, gave background on the committee and expressed frustration for not being able to call FAA to voice noise complaints. She recommended a noise complaint line be made available. She also questioned the speaker microphone capability at this meeting. Pres. Butler thanked her for her comments and encouraged her attend and voice her concerns at the upcoming public meetings.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Peterson explained the Capital Improvement Projects (CIP) grant process and summarized on 2019 projects. Mr. Werner detailed further. Questions followed. Dir. Fedora moved to approve the resolution for the 2019 Capital Improvement Projects for the Duluth International Airport (DLH) and Sky Harbor Airport (DYT). Dir. Stewart seconded. Motion carried.

Ms. Bodin overviewed Items B and C, the State maintenance and operations agreements for DLH and DYT and recommended approval. Dir. Tanski moved to accept and approve both resolutions for Maintenance and Operations Agreement #1033478 for fiscal years A6901A-M020 and A6901-M021 for the Duluth International Airport (DLH) and #1033477 for fiscal years A6901-M020 and A6901A-M021 for the Duluth Sky Harbor Airport (DYT) and to
DAA Minutes

May 21, 2019
Page 5

authorize the Duluth Airport Authority's President and Secretary to execute the grant. Dir. McIsaac seconded. Motion carried.

Ms. Kayser spoke on background information and reviewed the 4-K run at Sky Harbor Airport, she recommended approval. Dir. McIsaac moved to approve the resolution to Runway 4-K Run at Sky Harbor Airport. Dir. Tanski seconded. Motion carried.

Ms. Kayser overviewed the land lease agreement. Dir. Tanski moved to approve the resolution for the hangar land lease agreement between the Duluth Airport Authority and Duluth Hangar LLC (formerly Lake Superior Aviation and Jet Duluth). Dir. Fedora seconded. Motion carried.

Ms. Kayser explained the space lease agreement for TSA. Dir. Tanski moved to approve the resolution for the terminal space lease agreement between the Duluth Airport Authority and General Service's agreement (GSA). Dir. Stewart seconded. Motion carried.

Dir. Fedora left the meeting at 9:56 a.m.

Ms. Kayser spoke on background information and summarized on the 2021 Air Show agreement. Questions on language and discussion followed. Dir. McIsaac moved to table the Duluth Air & Aviation Expo Air Show and Exhibition agreement between the Duluth Airport Authority and Kernz & Kompany for one month. Dir. Stewart seconded. Motion carried.

Pres. Butler explained his term would be ending at the end of June, if any Board member has interest in serving on the Executive Board, please let him know.

Dir. Tanski moved to adjourn the meeting. Dir. McIsaac seconded. Motion carried. President Butler adjourned the May 21st DAA Board meeting at 10:07 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  DATE: June 12, 2019

CASH DISBURSEMENTS

III

**Duluth Airport Authority
Operating Check Register
May 17-2019
CD 10-2019**

DAA Operating Check Register

Document #	Date	Transaction	Payee	Amount
7416	5/17/2019	BILLPMT	AirFiber	\$49.95
7417	5/17/2019	BILLPMT	Airgas North Central	\$83.50
7418	5/17/2019	BILLPMT	Bodin, Joelle	\$60.00
7419	5/17/2019	BILLPMT	Cartier Agency	\$8,027.00
7420	5/17/2019	BILLPMT	CDW Government	\$180.44
7421	5/17/2019	BILLPMT	Century Link	\$338.82
7422	5/17/2019	BILLPMT	Charter Communications	\$135.09
7423	5/17/2019	BILLPMT	City Of Duluth Comfort Systems	\$9,050.43
7424	5/17/2019	BILLPMT	General Security Services Corporation	\$14,758.84
7425	5/17/2019	BILLPMT	Grainger	\$52.80
7426	5/17/2019	BILLPMT	Holmgren, James L	\$37,500.00
7427	5/17/2019	BILLPMT	Kayser, Jana	\$60.00
7428	5/17/2019	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
7429	5/17/2019	BILLPMT	Madsen, Brian	\$60.00
7430	5/17/2019	BILLPMT	Menards	\$145.10
7431	5/17/2019	BILLPMT	Minnesota Power	\$8,434.11
7432	5/17/2019	BILLPMT	Minnesota Surplus Services	\$772.50
7433	5/17/2019	BILLPMT	MN Dept of Empl & Econ. Development	\$2,222.22
7434	5/17/2019	BILLPMT	NAPA Auto Parts	\$329.33
7435	5/17/2019	BILLPMT	Nextera Communications	\$1,023.01
7436	5/17/2019	BILLPMT	Peterson, Blaine	\$60.00
7437	5/17/2019	BILLPMT	Peterson, Natalie	\$60.00
7438	5/17/2019	BILLPMT	Peterson, Natalie	\$99.74
7439	5/17/2019	BILLPMT	Praxair Distribution Inc.	\$530.04
7440	5/17/2019	BILLPMT	Sam's Club	\$44.08
7441	5/17/2019	BILLPMT	Shel/Don Group Inc.	\$93.97
7442	5/17/2019	BILLPMT	Sinnot, Paul	\$60.00
7443	5/17/2019	BILLPMT	Swanson, Richard	\$1,632.00
7444	5/17/2019	BILLPMT	Taylor, Dan	\$60.00
7445	5/17/2019	BILLPMT	Thanks Again, LLC	\$44.19
7446	5/17/2019	BILLPMT	United States Postal Service	\$300.00
7447	5/17/2019	BILLPMT	Wabrowetz, Steve	\$60.00
7448	5/17/2019	BILLPMT	Wabrowetz, Steve	\$17.36
7449	5/17/2019	BILLPMT	Waste Management of WI-MN	\$3,087.95
7450	5/17/2019	BILLPMT	Welch, Ryan	\$60.00
7451	5/17/2019	BILLPMT	Werner, Thomas	\$60.00
Total				\$91,552.47

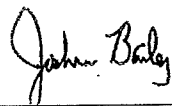
Approvals:

Void Check #7415 Reprinted on Check #7416



Airport Director

Airport Authority



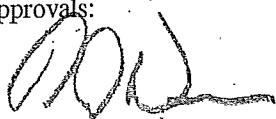
City Treasurer

CD 10 -- 2019

Duluth Airport Authority
Operating Check Register
May 31-2019
CD 11-2019
DAA Operating Check Register

Document Number	Date	Transaction Type	Payee	Amount
7452	5/31/2019	BILLPMT	American Association Of Airport Executives	\$275.00
7453	5/31/2019	BILLPMT	Ameripride Linen & Apparel Services	\$607.30
7454	5/31/2019	BILLPMT	Arrowhead Tap House	\$1,511.17
7455	5/31/2019	BILLPMT	AT&T Mobility	\$199.73
7456	5/31/2019	BILLPMT	Aviation Security Clearinghouse	\$1,000.00
7457	5/31/2019	BILLPMT	Best Oil Company	\$3,765.00
7458	5/31/2019	BILLPMT	Bobcat Of Duluth, Inc.	\$400.12
7459	5/31/2019	BILLPMT	Compudyne, Inc.	\$5,580.47
7460	5/31/2019	CHK	DAA Petty Cash	\$82.26
7461	5/31/2019	BILLPMT	Dalco	\$1,651.64
7462	5/31/2019	BILLPMT	Dash Express, LLC	\$80.00
7463	5/31/2019	BILLPMT	Doorco	\$410.00
7464	5/31/2019	BILLPMT	Driveline Specialists	\$43.34
7465	5/31/2019	BILLPMT	Duluth Lawn & Sport	\$744.94
7466	5/31/2019	BILLPMT	Fichtner, Wayne	\$5.68
7467	5/31/2019	BILLPMT	Fisherman's Corner	\$648.00
7468	5/31/2019	BILLPMT	Goodin Company	\$234.79
7469	5/31/2019	BILLPMT	Grainger	\$285.63
7470	5/31/2019	BILLPMT	Guardian Pest Solutions	\$110.25
7471	5/31/2019	BILLPMT	iFIDS.com Inc.	\$125.00
7472	5/31/2019	BILLPMT	Jamar Company	\$11,949.34
7473	5/31/2019	BILLPMT	Johnson Matt	\$15.12
7474	5/31/2019	BILLPMT	Johnstone Supply	\$528.97
7475	5/31/2019	BILLPMT	Kayser, Jana M	\$88.12
7476	5/31/2019	BILLPMT	Marsden Building Maintenance	\$15,123.00
7477	5/31/2019	BILLPMT	MB Companies inc.	\$726.26
7478	5/31/2019	BILLPMT	Menards	\$2,061.75
7479	5/31/2019	BILLPMT	Mike's Signs	\$574.00
7480	5/31/2019	BILLPMT	Minnesota Petroleum Service	\$650.40
7481	5/31/2019	BILLPMT	Minnesota Pollution Control Agency	\$602.02
7482	5/31/2019	BILLPMT	Minnesota State Auditor	\$25,946.50
7483	5/31/2019	BILLPMT	NAPA Auto Parts	\$303.27
7484	5/31/2019	BILLPMT	Northern Business Products, Inc.	\$330.80
7485	5/31/2019	BILLPMT	Northern Engine & Supply	\$52.22
7486	5/31/2019	BILLPMT	Northern Tool + Equipment	\$47.94
7487	5/31/2019	BILLPMT	Peterson, Natalie	\$34.38
7488	5/31/2019	BILLPMT	Pro Tire	\$492.88
7489	5/31/2019	BILLPMT	Republic Parking System, LLC	\$1,100.00
7490	5/31/2019	BILLPMT	Sam's Club	\$39.77
7491	5/31/2019	BILLPMT	Schindler Elevator Corp	\$1,225.85
7492	5/31/2019	BILLPMT	State of Minnesota Surplus Services	\$250.00
7493	5/31/2019	BILLPMT	Techniques Inc	\$186.26
7494	5/31/2019	BILLPMT	Todd Signs, LLC	\$773.80
7495	5/31/2019	BILLPMT	Viking Automatic Sprinkler	\$425.00
7496	5/31/2019	BILLPMT	Viking Industrial North	\$295.29
7497	5/31/2019	CHK	WF Bus Payment Processing - Joelle	\$786.14
7498	5/31/2019	CHK	WF Bus Payment Processing - Tom	\$2,709.64
7499	5/31/2019	BILLPMT	Ziegler, Inc.	\$119.60
Total				\$85,198.64

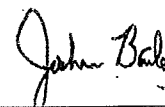
Approvals:



Airport Director

CD 11 - 2019

Airport Authority

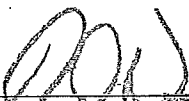


City Treasurer

**Duluth Airport Authority
Operating Check Register
May 31-2019
CD 11A-2019**

Document	Date	Transaction	Payee	Amount
7501	5/31/2019	BILLPMT	Peterson, Natalie	\$125.12
7502	5/31/2019	BILLPMT	Swanson, Richard	\$1,632.00
Total				\$1,757.12

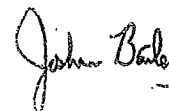
Approvals:



Airport Director

CD 11A-2019

Airport Authority




City Treasurer

Duluth Airport Authority
DAA Construction Check Register #6-2019
June 10, 2019

Document Number From 7503 To 7507

Document #	Date	Transaction Type	Payee	Amount
7503	6/10/2019	BILLPMT	1 Finance & Commerce, Inc.	\$287.37
7504	6/10/2019	BILLPMT	1 Reynold Smith & Hills, Inc.	\$22,793.25
7505	6/10/2019	BILLPMT	1 Shafer Contracting Co., Inc.	\$341,661.50
7506	6/10/2019	BILLPMT	1 Short Elliott Hendrickson	\$22,846.00
7507	6/10/2019	BILLPMT	1 Swim Creative	\$7,239.42
Total				<u>\$394,827.54</u>


Airport Director


City Treasury

CORRESPONDENCE

Tenant and Airfield User Notice

DULUTH INTERNATIONAL AIRPORT – RUNWAY 9/27 RECONSTRUCTION PROJECT

Project Background

The Airport will be completing the third and final phase of the Runway 9/27 Reconstruction project this year. The project, initiated in 2016, will replace the entire primary runway serving the Duluth International Airport. This year, the DAA will be completing the final portion on the east end of the runway, along with the intersection with Runway 3/21. Finally, the project will resolve identified "hot spots" on the airfield by reconfiguring Taxiway A5, E1, and E2. The in-line Taxiway E will be repurposed as a blast pad and displaced threshold. Upon completion of the project, the taxiway connectors to Runway 9/27 will be renamed.



SCHEDULE

The project is scheduled to occur from May until October of 2019



CONSTRUCTION IMPACT

Runway, taxiway, and instrument approach procedure availability will vary. Runway 9/27 will be available for the majority of the project in a shortened condition. For the most up to date information on closures, always check current NOTAMS and the project weekly newsletter.



FUNDING

This project is funded primarily by the Federal Aviation Administration (FAA) and the Minnesota Department of Transportation (MnDOT).



CONTACT

Duluth Airport Authority:
Blaine Peterson
218-625-7767

SEH (Engineer):
Shawn McMahon
651-925-7541

Shafer Contracting
(Contractor):
Brad Mattson
651-398-4028

Note: Refer to weekly newsletters for project updates, operational impacts, and current airfield conditions. Contact Blaine Peterson, at bpeterson@duluthairport.com to subscribe to the newsletter.

May 10th, 2019



DULUTH INTERNATIONAL AIRPORT
Travel Globally. Fly Locally.



Runway 9/27 Reconstruction Duluth International Airport (DLH)

Project Update – Runway 9/27 Closure

SEH NO. DULAI 135455 and 139204

May 20, 2019 | Project Update

Project Contacts:

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Short Elliott Hendrickson Inc.
Project Manager
Benita Crow, PE
651.919.6677 (Cell)
bcrow@sehinc.com

Short Elliott Hendrickson Inc.
Project Engineer
Shawn McMahon, PE
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smcmahon@sehinc.com

Runway 9/27 Runway Closure:

Runway 9/27 will be closed on **Friday, May 24**, to accommodate surface correction work related to the area near the middle of the runway that collects water during heavy rain events. It is anticipated that the runway will be closed at approximately **7:00 AM and reopen by 5:00 PM** on Friday afternoon.

Additional Closures:

During this time, Taxiway A will remain available to the Cirrus Production Ramp.

Taxiway closures consist of Taxiway A west of the Cirrus Production Ramp, together with connecting Taxiways A1, A3 and A5.

On the east end of the airfield, Taxiways E1, E2, the Runup Area, and the Runway 27 Approach Taxiway are also closed.

Taxiway A2/B will be closed, but available with advanced notice for taxiing operations.

Runway 3/21 and Taxiway C will be used exclusively during this time.



FOR IMMEDIATE RELEASE:
May 20, 2019

CONTACT:
Natalie Peterson, Duluth Airport Authority, Director of Communications & Marketing
218-625-7768

PRESS RELEASE

DULUTH INTERNATIONAL AIRPORT Final Phase of Runway 9/27 Reconstruction to Begin

DULUTH, MN — Duluth International Airport announces that construction for the third phase of the runway 9/27 reconstruction project will begin today, Monday, May 20th. This phase includes the east end of the runway and is the final phase of the three year reconstruction project.

Phase three of construction will occur from May until the end of August. During the first month of construction, which includes construction work on the apron area and taxiways directly in front of the secure side of the terminal building. During construction there will be traffic changes to Haines Road near the airport entrance. Be aware of construction traffic as you enter the airport area. Construction efforts will shift to the east end of Runway 9/27 in mid to late June. During this time, there will be 7000 feet of operational runway available for both commercial and general aviation traffic on runway 9/27. Our second runway 3/21 will also be available as normal for air traffic. During the construction, we do not anticipate travel impacts unless we experience days of inclement weather or low visibility.

Once phase three of construction is complete, the entire 10,591 feet of runway on 9/27 will have new concrete pavement, electrical circuitry and lighting, and will be poised to support aviation in this region for the next generation.

About Duluth International Airport

The new state-of-the-art passenger terminal at the Duluth International Airport opened for business on January 14, 2013. Currently, United Airlines offers three daily nonstop flights to Chicago, Delta offers five daily nonstop flights to Minneapolis/St. Paul, and American Airlines offers two daily nonstop flights to Chicago. We are committed to providing our customers with superior services in a safe, secure and professional environment. Be sure to visit our new Club DLH Business Suite, designed with the working traveler in mind. Visit duluthairport.com, follow us on Twitter [@DuluthAirport](https://twitter.com/DuluthAirport), and like us at facebook.com/duluthairport.



Building a Better World
for All of Us®

IV 13

MINUTES

Working Group III
May 10, 2019
9:00 AM
Third Floor Conference Room

Copies to: Attendees

- I. Introductions
- II. Review of Working Groups I & II
- III. Project Overview
- IV. Schedule (Tentative)
 - A. Construction schedule (provided by Shafer)
 1. Shawn (SEH) provided update that the start date for Phase 3A has been moved to May 20th due to the late lifting of road restrictions.
 2. Batch plant site work will begin the week of May 13th.
 - B. Review Phase 3 key events schedule, provided by SEH
 1. Updates from Mark W (148th):
 - a. Delete Item #5 for PT on May 31. Switched to UMD and no longer on perimeter road.
 - b. Item #15 – change to ACC inspection, rather than airfield inspection. Should not be an impact to any construction activities.
 - c. Item #6 – June 1st drill, Phase 2 exercise. Core hours for flying on Saturday are 0500 to 0100. Core hours 0500 to 2200 on Sunday. Extra munition hauling, so possibly extra traffic by the batch plant area. Biggest concern is potential FOD issues in that area.
 - (1) Mark will send flying schedule to Blaine for that weekend.
- V. Phase 3A – Taxiway A work
 - A. Operational issues
 1. AA Question – does painted island affect aircraft operations using the ramp space? Shawn reviewed layout for Phase 3A with the island area, barricades, and movement line, resulting in no impact to pushback to aircraft using the loading bridge.
 2. Provided an overview of the traffic impacts related to construction traffic using Haines Road. The temporary traffic measures will be in place for Phase 3A only (approximately 30 days).
 - B. Instrument approach impacts
 1. When batch plant is erected, SEH will message potential impacts to instrument approach procedures and dates.
 2. Mark W – the TACAN will be kept available during construction.
 3. Amy (ATCT) – asked if IAPs would be affected during Phase 3A. Shawn responded that the IAPs would only be affected during the crane operations to construct the batch plant. Ben (Shafer) indicated it will be about four hours. Wabby (DAA) said that DLH needs three days' notice before the crane operation starts for FDC NOTAMs.
- VI. Phase 3B – Runway 9/27 closure
 - A. Instrument approach procedure impacts
 1. Runway 3/21 in use.

- B. Airport Markings for Phase 3B
- C. Transition from 3A to 3C discussion
- D. Question from Amy (ATCT) – will the temporary REILS be tied into the existing airfield lighting circuitry, and SEH/DLH confirmed this is correct.
- E. Mark W (148th) asked if civil from the 148th have provided more information on the temporary cable regarding location and time frame. Blaine is currently coordinating these details with the 148th. This cable will also be needed for the Air Show. (Blue Angels want to test the temporary cable prior to the show.)
 - 1. Wabby (DAA) provided an approximate location of the temporary cable, which is west of Taxiway A2. The meeting minutes will include a picture of the location.
 - a. There will be a locate and excavation prior to installation.
 - 2. Amy (ATCT) – indicated that the temporary cable will need to be pulled as soon as the 148th is done with flying. The cable cannot be in place for civilian air traffic.

VII. Phase 3C – Shortened runway discussion

- A. Tentative start/end date
- B. Airport Markings for Phase 3C
- C. Instrument approach impacts
 - 1. IAPs are impacted with the shortened runway.
 - 2. SEH is working with the FAA to try to keep the LOC and LNAV to 27 to a higher minimum (circling).
- D. Back-taxi discussion
 - 1. Questions from Jerilee from ATCT – can aircraft taxiway on Taxiway A2 and take off as soon as they get on the runway? Shawn indicated yes, however aircraft landing on Runway 27 will aim for the threshold.
 - 2. Question from ATCT – How are the temporary lights connected to the circuit? Wabby indicated that they would be tied to the edge lights.
- E. Declared distances
 - 1. Mark W (148th) asked for clarification on the declared distances and confirmation of where the 148th can start their take off. RFI for follow up.
- F. Aircraft taxi routes
- G. Airshow coordination
 - 1. Update from Blaine (DAA) – Blue Angels will do their practice on Friday afternoon. Saturday and Sunday are full days for the event. Shafer might be able to do some work Friday morning, if coordinated with the arrival of the Blue Angels and their practice times.
- H. Question from Mark W (148th) – when will the change in name happen between Taxiway E and Taxiway H? Amy (ATCT) would like to see the change happen as soon as Taxiway H is made available after Phase 3A. However, there is concern about the timing of the guidance sign installation that would show Taxiway H.
 - 1. All surface painting markings will be completed as part of Phase 3A.
 - 2. RFI Item – can we install the signs sooner, as part of Phase 3A, to help make the transition from Taxiway E to Taxiway H sooner and provide a clean break between Phase 3A and the rest of the project.
 - a. Wabby suggested using the old signs and replacing the panel until the new signs are installed.

VIII. Subsequent phases (Phases 3D and 3E)

- A. Instrument Approach Procedure Impact Review
 - 1. Phase 3D is similar impacts as Phase 3B
 - 2. Mark W (148th) – will the temporary cable be removed as part of Phase 3D? Shawn/Blaine indicated that it would be beneficial to remove the cable during the closure for Phase 3D.
 - a. Mark W indicated that the cable may need to be recertified.

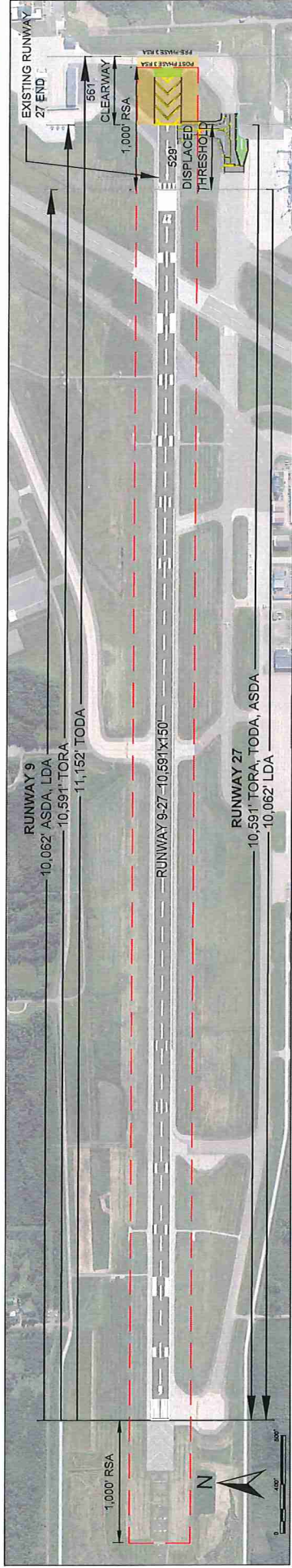
3. Subphase in Phase 3E is the runway-runway intersection, which will require runway closure for fixed wing aircraft (11 PM – 5 AM)
 - B. Taxiway nomenclature update
 1. Current plan is for the signs to be swapped out during the three day closure associated with Phase 3D, but this could change depending on ongoing communication and coordination.
 - C. Post Construction, prior to chart cycle
 1. Shawn (SEH) explained that following construction, there will be a pause between when the construction ends and when the new procedures are published. There will be a flight check during this time, and if it is successful, the new procedures will be published during the next chart publication cycle date (October 10). New runway is expected to be open in early September. So, there will be some limited approaches to Runway 27 for approximately one month.
- IX. Contractor Preconstruction 2 Meeting Highlights
- A. Temporary Gate
 - B. Batch plant site preparation
 - C. Phase 3A
- X. Discussion on Questions/RFI's
- A. Temporary Cable – ATCT and 148th discussed that the cable will need to be pulled as soon as the F16s are done flying. Without having Runway 3/21, it is critical that the 148th is responsive to removing the cable as soon as the F16s land. Mark W – will work with pilots to group returns and departures.
 - B. RFI #10 – LSH has not been responsive to inquiries about potential changes to their helicopter operations given that there will be a conflict with the batch plant. Wabby and Blaine continue to coordinate, and the ATCT is trying to work with them as well.
 - C. RFI #23 – ATCT indicated that they should be able to run ASR approaches for Runway 9. Minimums should be around 400 ft. More coordination and follow up will be done as ATCT obtains more information.
- XI. Remaining Working Group Schedule
- A. Substantial Completion (August 2019)
 - B. Post Construction Meeting (November 2019)
- XII. Additional project engagement opportunities
- A. Construction newsletter, emailed weekly on Fridays
 - B. 15 Minute project status updates, held via conference call/go-to meeting on Tuesdays, 12:30pm
 1. First meeting will be Tuesday, May 21st
 - C. Tenant meetings, biweekly, starting June 6th
 1. Second June Meeting: June 20th
 - D. DAA Board meetings, third Tuesday of each month, at 8am.
- XIII. Questions and Feedback
- A. Bob Lender (Tech Ops) – wanted an update on the RSA off of Runway 27, based on declared distances. This will require a follow up graphic that will provide distinction between the RSA and Clearway. Both Tech Ops and ATCT expressed some confusion regarding the actual end of the runway and where the RSA and Clearway are located.
 1. Bob was considered about the need for additional frangible lights.
 - B. Follow up with Brandon Twedt (SEH) regarding drone operations during construction
 1. SEH will schedule a meeting with SEH, ATCT, and 148th to coordinate this activity.

Runway 9/27 Declared Distances - Post Phase 3 Construction

Duluth International Airport
Duluth, Minnesota

Figure 1

Runway 9/27 Declared Distances
Date: 05/2019



DECLARED DISTANCES DEFINITIONS:

TAKEOFF RUN AVAILABLE (TORA):

Takeoff Run Definition: The distance to accelerate from brake release to lift-off, plus safety factors.

TORA Definition: The TORA is the length of runway declared available and suitable for satisfying takeoff run requirements.

How TORA is Determined: The TORA may be reduced such that it ends prior to the runway to resolve incompatible land uses in the departure RPZ, and/or to mitigate environmental effects.

TAKEOFF DISTANCE AVAILABLE (TODA):

Takeoff Distance Definition: The distance to accelerate from brake release past lift-off to start of takeoff climb, plus safety factors.

TODA Definition: The TODA is the length of the TORA plus the length of any remaining runway or clearway beyond the departure end of the TORA available for satisfying takeoff distance requirements.

Clearway Definition: A clearway is an area extending beyond the runway end and available for completion of the takeoff operation. A clearway increases the allowable aircraft operating takeoff weight without increasing runway length. A clearway is expressed in terms of a clearway plane, extending from the end of the runway with an upward slope of 80:1.

How TODA is Determined: The start of the takeoff, departure surface requirements, and any clearway are considered in determining the TODA. The TODA may be limited in length to mitigate penetrations to the 40:1 instrument departure surface. The TODA may extend beyond a runway end through the use of a clearway.

ACCELERATE-STOP DISTANCE AVAILABLE (ASDA):

Accelerate Stop Distance Definition: The distance to accelerate from brake release to V_1 and then decelerate to a stop, plus safety factors.

ASDA Definition: The ASDA extends the length of the runway plus stopway (if any) declared available and suitable for satisfying accelerate-stop distance requirements for a rejected takeoff.

How ASDA is Determined: The RSA and ROFA beyond the ASDA are considered in determining the ASDA. When the standard RSA and ROFA are not available beyond the runway end is not attainable, additional RSA or ROFA may be obtained by reducing the ASDA.

LANDING DISTANCE AVAILABLE (LDA):

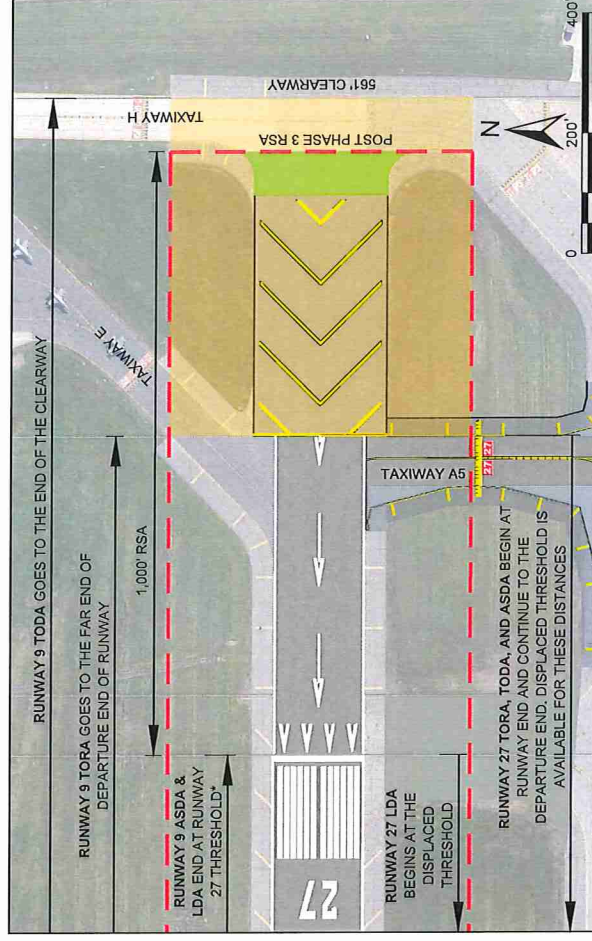
Landing Distance Definition: The distance from the threshold to complete the approach, touchdown, and decelerate to a stop, plus safety factors.

LDA Definition: The length of runway declared available and suitable for satisfying landing distance requirements.

How LDA is Determined: The threshold siting criteria, the approach RPZ, and the RSA and ROFA prior to the threshold and beyond the LDA are considerations in establishing the LDA. The LDA begins at the threshold. When the full dimension RSA/ROFA are not obtainable beyond a runway end, additional RSA or ROFA may be obtained by reducing the LDA.

	TORA	ASDA	LDA	CLEARWAY
RUNWAY 9	10,591'	10,062'	10,062'	561'
RUNWAY 27	10,591'	10,062'	10,062'	-

DESCRIPTION	
PAVEMENT UNABLE FOR TAXI	
80:1 CLEARWAY	
POST PHASE 3 RSA	



*DISPLACED THRESHOLD IS AVAILABLE FOR TAXI TO TAXIWAY A5 WHEN LANDING RUNWAY 9



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

May 28, 2019

Dear Duluth Airport Tenants & Businesses:

On July 20 & 21, 2019, the Duluth Airshow will once again take place at the Duluth International Airport.

Due to the nature of the event, an upgraded security policy will be put in place for the July 20-21, Duluth Airshow. Please use this letter as "official notification" that the Duluth Airport Authority, in conjunction with the Duluth Airshow, TSA, and local law enforcement agencies will be restricting access to Stebner Road during the Airshow between the hours of 6:00 a.m. – 6:00 p.m. on both Saturday, July 20th and Sunday, July 21st. All tenants who have normal working hours on July 20-21, must enter via Cirrus Drive to the Air Show Security Check Point. Tenants will also be required to depart via Cirrus Drive as Stebner Road will have been converted to a one-way street for airshow traffic.

In order to expedite employees to their places of employment we require each tenant who has normal working hours during the air show weekend to submit a list of actual employees who are working only on July 20-21 to the Duluth Airshow office. Under no circumstances will any vehicle be allowed past the security checkpoints established on Stebner Road and Cirrus Drive unless the Duluth Airshow has received their name from you in accordance with the TSA and Duluth Airport approved security policy. Please also be aware that any employee with other passengers in the vehicle will not be allowed past the checkpoint unless they have Duluth Airshow tickets in their possession.

We have taken these steps in accordance with the Federal Aviation Administration and the Transportation Security Administration guidelines to only allow essential workers outside the Airshow fenced in area. Due to the current threat levels, the Department of Homeland Security has advised additional security requirements that will be in place during the Airshow.

Additionally we ask for your assistance to remind employees **not to cross any fence** or attempt to gain access to the airshow without Airshow tickets. Crossing **any fence**, even orange temporary air show fence, is a TSA 1540.105 violation and will be handled in accordance with DAA TSA violation policy which includes forfeiture of DAA issued SIDA/AOA /Sterile Area badges.

If your business does regular business on Saturday and Sunday please submit in writing to the Duluth Airshow Office the names of your employees who will be physically working at your place of business on July 20 & 21. Failure to do so will not allow them access past the checkpoint.

Once you have submitted this list in writing to the Duluth Airshow Office, the Airshow Office will then check that list against the business list which the DAA has provided to them confirming that your business regularly conducts business on Saturday and Sunday (weekends).

Upon approval the Airshow will then add your business and employee names to the master security list allowing only the listed individual(s) to pass through the security checkpoint (no family, friends or others will be allowed).

Please fax your list to (218) 727-2654 or email lindsay@duluthairshow.com, no later Friday June 28th. Lists submitted after this date will not be processed and therefore individuals potentially will not be allowed past the Security Checkpoints.

Thank you for your assistance,

Blaine Peterson
Duluth Airport Operations Director

ITD

Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Sunday, June 2, 2019 4:59 AM
To: Tom Werner; 'kbutler@kenbutlerlaw.com'
Cc: 'Dave Gaddie (dgaddie@bankrepublic.com)'; 'Greg Fox (gregandsheilafox@hotmail.com)'; 'Bill King (BKing@cirrusaircraft.com)'; Michael A. Magni; 'Pat Mullen (MP)'; 'Richard Stewart (RStewart@uwsuper.edu)'; 'Steve Overom'; Mary Ann Wittkop
Subject: May, 2019 Monaco Air Foundation Report

Tom and Ken,

Please share this report with the Duluth Airport Authority Board at its next regularly scheduled meeting.

Summary of May, 2019 Activities

Duluth Flying Club Scholarship Fund: The current balance in the Scholarship Fund is \$1,141.24. The Foundation has suspended issuing new aviation training scholarships until after it determines whether to award additional scholarships or to give these funds to another organization which awards aviation training scholarships.

High School Aviation Day Program: The Foundation continues to provide Duluth International Airport tours to high school students and other organizations upon request.

Other Initiatives: The Foundation welcomes additional requests from the Duluth Airport Authority Board for initiatives the Board would like the Foundation to pursue.

Please let me know if you have any questions about this month's report.

Respectfully submitted,

Don Monaco
President
Monaco Air Foundation, Inc.
4535 Airport Approach Road
Duluth, MN 55811
Phone: 218-727-2911
Mobile: 630-728-5571
Fax: 218-336-0001
donm@monacoairduluth.com
www.monacoairduluth.com



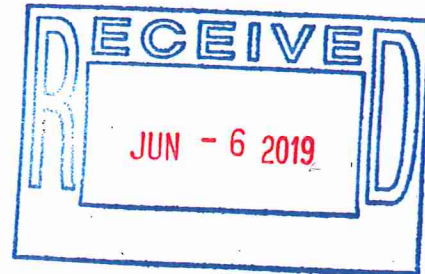
JULIE BLAHA
STATE AUDITOR

~~IVE~~
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(651) 296-4755 (Fax)
state.auditor@state.mn.us (E-Mail)
1-800-627-3529 (Relay Service)

June 4, 2019



Mr. Thomas Werner
Executive Director
Duluth Airport Authority
Duluth International Airport
4701 Grinden Drive
Duluth, Minnesota 55811

Dear Mr. Werner:

I am pleased to report that the Office of the State Auditor has completed its audit of the Duluth Airport Authority for the year ended December 31, 2018. Enclosed are six copies of the audit report, which includes the Authority's financial statements, the Independent Auditor's Report, and our Management and Compliance Report.

The primary purpose of our audit is to formulate an opinion on the Duluth Airport Authority's financial statements. We also have a responsibility and commitment to assist you in maintaining and improving the Authority's financial management system.

I am pleased to say that we have issued an unmodified opinion on the Duluth Airport Authority's financial statements. This means that, in our professional opinion, the financial statements are fairly presented and conform with applicable accounting standards.

In addition to formulating an opinion on the Duluth Airport Authority's financial statements, we reviewed the Authority's internal controls, legal compliance, and financial management practices. The Management and Compliance Report contains the results of that review, including our recommendation for improvement.

We would welcome the opportunity to work with you on the implementation of the recommendation made in our Management and Compliance Report. If you have any questions about the report, please feel free to contact my Office.

Sincerely,

Julie Blaha
State Auditor

JB:rp
Enclosure(s)

Tenant Meeting 6/6/2019 Minutes/Notes

Director of Operations (Blaine Peterson):

- June 26th Full Response Incident
 - Testing DFD new water equipment
 - Will involve WI side of the border
 - Communications between state lines needed
- Each Tuesday there is a snapshot meeting for construction updates
 - Virtual/phone in *GoTo meeting*
 - Link & Phone number below
- Stay on the alert for other notifications regarding operations

Business Development Manager (Jana Kayser):

- Landline Introduction
 - Bus service from Duluth to the cities (MSP)
 - They work with Low Cost Carrier to service pax with interline tickets (first leg is the bus, the second leg is the flight from MSP)
 - Book online or by phone below
- American Airlines new route is going well
- Drive safely around the terminal
 - Watch out for workers

Scott (Monaco Air) - Nothing Stated

Security Officer:

- Referring back to launch of AA, there is new faces on the airport
 - Keep an eye out for suspicious behavior
- ALL wheelchairs must go through security (TSA).
 - Including airline owned or personal wheelchairs.

Bill (Cirrus):

- They have FAA congressional meeting taking place
- Reminder to all users of the airport to keep in mind Cirrus's ongoing R & D
 - No photos and no talking about developmental planes
 - All developmental aircraft are confidential material

Air Traffic Control Tower - Nothing Stated

Lake Superior College:

- Tours start up soon, be on the lookout for large parties of high school kids

SEH:

- Phase 3a is going well
 - First concrete hopefully by Monday

- Increased signage is out, seems to be working
 - Escorting vehicles with the sweeper to keep areas clean
- As 3a finishes up look out for phase 3b (currently slated for June 17-18-19)
 - Reminder 3b will include:
 - Displaced Threshold work on 9 - 27
 - **Closed Runway 9 -27 from June 17 -19. Runway 3-21 is open**
- As 3b finishes up look out for phase 3c
 - Start of 3c the runway will be shortened
 - Roughly 7,000'
- Follow up with ongoing updates by tuning into the Tuesday snapshot meetings as mentioned above/below
- Trying to continue to mitigate operational impacts
- Any questions, comments or concerns feel free to contact

Lake Superior Heli - Nothing Stated

Troy - Nothing Stated

National Guard - Nothing Stated

Airside Manager (Steve Wabrowetz):

- Thank you to all users of the airport for patience with ongoing projects
- Pondering issue has had significant progress
 - Pondering issue @ superelevation spot
 - With heavy rainfall still ponding but quickly dries within ~5 min
 - Will continue to assess and work out solutions
- **Going on vacation soon (June 14th – 23rd) (Danny Taylor will be the one to contact)**
- Reminder to watch speeds on ramp areas and around Cirrus
 - Be careful when going from tower to Fedex ramp
 - White hangar blocking view
 - Stop signs will be implemented in the future
- Old north road will be used for helicopter operations later this summer
 - Take note for driving/operations

148th ARFF (RJ Kotter)

Airport Facilities Manager (Ryan Welch):

- Working on Tower issues
 - Mitigation and testing

Side Notes:

- Terminal now has a lotto machine
 - If you win you can place credit onto the machine and keep it going
 - Or take winning ticket to local vendor (not the airport)

- Airshow is in July
 - Will be big this year, keep on the lookout for future notifications
 - Navy Week will be during this week as well
- July 13th Sky Harbor 4K
- Swallow nesting problems
 - If you have a problem report it immediately to DAA Airside Ops
 - After roughly 14 days, the eggs will hatch and you will have new neighbors
 - Can't take down once hatched
- Fond du lac utilize Bravo Taxiway June 11 – 14th
 - Times of use within dates above will be sent out separately at a later date
 - Further Questions contact the Director of Operations at Duluth International Airport

REMOTE Call in Weekly Tenant Construction Update

Every Tuesday at 1230 – 1245.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/502718693>

Join the conference call:

External Call in Number: 612.284.1533 (Toll Free: 855.838.6933)

External Audio Conference Room: 3

(Internal SEH Desk Phones) Audio Conference Room: 1003

External and Internal Pass Code: 369#

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/502718693>



Dante Tini's remains return home 77 years after he perished at Pearl Harbor

By [Adelle Whitefoot](#) on May 22, 2019 at 1:22 p.m.

The day has finally come. It took more than 77 years but Radioman 3rd Class Dante Sylvester Tini's remains will return home at last to his family in Virginia. Tini's remains will be arriving at the Duluth International Airport late Thursday night on United Airlines flight 2183.

"We are very humbled and honored to finally be able to give our uncle the dignified funeral that he deserves," said Tini's niece Renee Prout. "It will be a very emotional time for all of us when his casket arrives off the flight at the Duluth airport."

On Dec. 7, 1941, Pearl Harbor was attacked by the Japanese. Tini was 19 years old and serving as a radioman on the USS Oklahoma when torpedoes ripped through the hull of the ship. Tini had been scheduled to go on leave Dec. 10 and then he was going to be reassigned. Tragically, Tini and 428 other sailors perished on the Oklahoma that day.

In 2012, Tini's niece, Barb Maki, of Virginia, received a phone call from the U.S. Navy asking for a sample of her DNA with the hope of identifying the remains of her uncle. Maki was suspicious of the call at first.

Once she confirmed the call was legitimate, Maki and her older sister Rachel Bauer gave their DNA to be compared to remains that were disinterred from a mass grave in Honolulu. It took nearly six years, but Bauer got the call in August that she was a 100 percent match to her uncle's remains.

Maki and Prout [told the News Tribune in December](#), that when they got the call that Tini was coming home all they could do was cry.

"We are overwhelmed and blessed with all the support and help we have had for Dante's return to Duluth International Airport. I'm sure when we see Dante's casket coming off the plane it will be tears of joy," Maki said Wednesday. "We will have so many relatives coming home for this closure for the Tinis it will be like a big reunion."

Tini's funeral will be at 11 a.m. Saturday at the Holy Spirit Catholic Church in Virginia and then will be buried at Calvary Cemetery alongside his parents. Sailors from Navy Operational Support Center Minneapolis will provide military honors.

"I am extremely humbled and honored to be part of the repatriation of (Radioman 3rd Class Dante Tini," said Rear Admiral Mark Mouriski, Reserve Deputy Commander, Naval Air Systems Command. "To be able to finally bring him home to his family and community after 77 years is an indescribable event mixed with emotions and pride. Emotional in seeing some final closure to those associated with him and pride in that our great country took the time and effort to make it happen, honoring the greatest sacrifice one can make for their country – their life."

Mouriski will be attending funeral services to present flags to the surviving relatives of Tini.



Dante S. Tini, a U.S. sailor from the Iron Range, was killed at Pearl Harbor during the Japanese attack on Dec. 7, 1941.

Decades after Pearl Harbor, a Minnesota sailor's remains are coming home

Minnesota serviceman's remains ID'd, returned to family on the Iron Range.

By [Mary Lynn Smith](#) Star Tribune

MAY 23, 2019 — 10:16PM

After nearly 78 years, Dante S. Tini is finally coming home.

The Iron Range native is the latest Minnesota World War II sailor whose remains have been identified after being listed for decades as missing in action and presumed dead after the Japanese surprise attack on Pearl Harbor.

Tini's remains were expected to arrive in Duluth late Thursday before being escorted to nearby Virginia, where his hometown will gather Saturday at Calvary Cemetery to honor and bury him.

Tini was 19 years old and serving aboard the USS Oklahoma when the Japanese hit Pearl Harbor the morning of Dec. 7, 1941, prompting the U.S. to declare war on Japan. It was supposed to be Tini's day off, but the radioman agreed to take another man's shift the day torpedoes sank the Oklahoma. Some men escaped by jumping into the harbor's water — much of it covered in oil and on fire — while others climbed across mooring lines and onto the nearby USS Maryland.

Tini, however, was among the 429 crewmen who went down with the ship. Only about 35 were immediately identified, said Navy Petty Officer 1st Class Jeff Grand. Tini was not among them.

His mother wailed over the loss of a son she would never see again or be given a chance to bury. When she died, Tini's siblings held onto hope that their brother's remains eventually would be identified and returned home, said Barb Maki, Tini's niece.

"Every holiday they would talk about him, wondering what Dante would be doing if he were alive. Would he be married? Would he have kids? They kept him alive for us by talking about him all the time," Maki said.

He was a good-looking guy, Maki said, "a Casanova to say the least. The girls were after him."

The son of Italian immigrants, Tini, who played the accordion, enlisted in the Navy after he graduated high school, reporting to duty on the Oklahoma in October 1940.

"He thought he was going to get to see the world, go to school and learn a lot more," Maki said. "But that never happened."

As Radioman 3rd Class Tini prepared to go on leave in December 1941, he sent his rhinestone-studded accordion and a few other belongings back to Minnesota. But three days before Tini would have been on a plane home, the Japanese attacked.

As the decades passed, Maki's mother continued to believe that her brother's body would someday be laid to rest in his hometown. If she didn't live to see that day, she prayed her children would.

"She always had that feeling that he would come home," Maki said. "I didn't have as much hope as my mom."

In 2012, a Navy officer called Maki asking that Tini's relatives submit DNA in hopes that it could be used to help identify the remains disinterred in an effort to identify those buried as unknown. The Navy warned Tini's family that it could take years before an identification was made — if ever.

Then came a call last August — Tini's remains had been identified. He'd finally be coming home.

"It's overwhelming," Maki said.

Over the past four years, DNA has helped identify the remains of 200 of those who served on the Oklahoma, Grand said. Seven Minnesota men, including Tini, are among the missing who've been identified. Next month, the remains of another Oklahoma sailor, Edward Shelden, 29, of Indianapolis, will be buried at Fort Snelling alongside two other crewmen whose remains were recently identified.

The remains of three Oklahoma crewmen from Minnesota have yet to be identified, Grand said.

Tini's remains, in a flag-draped casket, were expected to arrive late Thursday at the Duluth International Airport before being escorted by the Minnesota State Patrol to Virginia, where services will be held Saturday at Holy Spirit Catholic Church.

En route to the cemetery, the hearse will wind through the streets of Virginia, stopping in front of the VFW, named in part after Tini, and where a banner to welcome Tini home now hangs out front.

"MIA NO MORE," it says.

Mourners plan to pause there while a bagpiper plays "Amazing Grace." At the firehall, a large American flag is expected to fly from a ladder truck while firefighters and police officers stand at attention and salute as the procession passes.

Tini will be buried with full military honors, including a flyover by the 148th Fighter Wing, said Virginia Mayor Larry Cuffe Jr., an Air Force veteran who helped with the arrangements.

"It's a way to respect those who served and paid the ultimate sacrifice," Cuffe said. "Tensions were building, and he volunteered to go in there. It's all about the sacrifices these people made. They died for our freedom — no matter who you are, what your lot in life is."

Most who knew Tini best are gone, Cuffe said. But those who have kept his memory alive will finally be able to say goodbye.

"There will be closure," he added. He's finally home.