DULUTH AIRPORT AUTHORITY
MEETING AGENDA
OCTOBER 16, 2018

DULUTH INTERNATIONAL AIRPORT
AMATUZIO CONFERENCE ROOM

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

A. Approval of September 18, 2018 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Cash Disbursement Sheets #19, and #20, 2018. Construction Fund Sheets #11 and #12, 2018

IV *CORRESPONDENCE

A. Weekly Duluth International Airport Tenant Operations Meeting Minutes September 11, 2018 Through October 09, 2018.
B. October 1, 2018 E-Mail from Monaco Air Foundation with Summary of September 2018 Activities.
C. October 8, 2018 Forbes Magazine Article "Don't Overlook Regional Airports' Importance".
D. Monthly Construction Project Progress Report for Airfield Perimeter Fence, Phase 1 Report #8, Airfield Perimeter Fence, Phase 2 Report #3, Runway 9/27 Reconstruction, Phase 1 Report #8, Runway 9/27 Reconstruction, Phase 2 Report #8, Runway 9/27 Obstruction Removal Report #5 and Sky Harbor Airport Runway Relocation, Phase 2, Report #1.
E. Sky Harbor Runway Relocation Newsletter – Volume 8.
F. Link for Metropolitan Airports Commission (MAC) Commission Minutes -- https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx.

V OPPORTUNITY FOR PERSONS TO BE HEARD

VI OLD BUSINESS

None.

VII NEW BUSINESS

A. Resolution to Approve the 2019 Rates and Charges Addendum for DLH.
B. Resolution to Approve the 2019 Rates and Charges Addendum for DYT.
C. Resolution to Approve the Duluth Airport Authority 2019 Annual Budget.
D. Resolution Authorizing Application for a State Conditional Use Deed for Tax-Forfeited Land.
E. *August 2018 Financial Report.
F. *September 2018 Accounts Receivables.
G. *September 2018 Airline Statistics.

VII 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

DATE: October 16, 2018
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

- 8.7% Increase in Passengers YTD
- 17.8% Increase in September Compared to September 2017
- 1.8% Increase in Delta Passengers YTD
- 19.6% Increase in United/United Express Passengers YTD
  - 35.1% Increase in September Compared to September 2017

AIRFIELD OPERATIONS & DEVELOPMENT

- Airside
  - Runway Reconstruction Update- Peterson, B.
- Landside
  - NSR
- Business/Property Development
  - Airline Agreements- Kayser, J.
  - Bldg. 311 Cirrus Lease- Kayser, J.
  - Hangar 104 Cirrus Leases- Kayser, J.
  - Commercial Vehicle Policy Update- Kayser, J.
- Sky Harbor
  - Runway Realignment Project- Peterson, B.

FINANCIAL UPDATE

- NSR

MARKETING UPDATE

- Business Service Center Update
- Bentleyville
- Fly Local Campaign
- UMD Marketing
- Duluthian- Sky Harbor Article

LEGISLATIVE UPDATE

- FAA Reauthorization

PRESENTATIONS/TOURS/TRAVEL RECAP

- LASAC Meeting Recap

OTHER

- NSR

Thomas J. Werner
Executive Director

MINUTES

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

DRAFT

MINUTES OF THE MEETING

DATE: September 18 2018

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

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

DIRECTORS ABSENT: Craig Fellman
Richard Stewart

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
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
Anne Thomas, Budget Rent A Car
Jerry Simonson, Hertz

President Butler called the meeting to order at 8:02 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 updated on the following:

EXECUTIVE DIRECTOR'S REVIEW

Air Service: Increase of 8% on the year to date (YTD) passenger numbers, with an increase of 11% from August 2017 to 2018. Delta maintained with a 1.4% YTD increase, spoke on the meeting with new Delta network planner – route doing well, no major changes planned, presentation is in this packet.

Dir. Tanski arrived at 8:04 a.m.

United very strong with a 17.6% increase, CRJ and mainline load factors doing very well. He presented on the completion factor and on time performance for the air service at Duluth International. Questions followed.

- Airfield operations and development:
  * Airside: Mr. Werner reviewed the handout Request for Qualification (RFQ) for the Master Plan process; it is complete and posted. Mr. Blaine Peterson, Director of Operations, overviewed on the Public Involvement Plan (PIP) for Phase 3, Runway 9/27 Reconstruction project – goal is for all airfield tenants and stakeholders understand the schedule, timeline for the project and to receive feedback during this process. Touched on the five diversions the previous night due to MSP having severe thunderstorms, everything went smoothly, thanks to professionalism from all involved.
  * Business/Property Development: Mr. Werner updated on the airline agreements, meeting with airlines next week, very close to finalizing the agreement. Lake Superior Helicopter's operating agreement, the signed short term extension ends this month, have been working through renewal process, may have to suspend operations if agreement is not reached, will update next month.
  * Sky Harbor: Mr. Peterson overviewed the runway realignment project, going very well. He invited Ms. Benita Crow, SEH, to review on the land release process. She summarized on the background information for the existing and future runway; explained the property ownership, aeronautical protected land and the release of the unique DAA property to the SNA program with the realignment. She spoke on the very detailed processes, next steps and timelines. Questions followed. Mr. Werner detailed further.
- Financial: Ms. Jana Kayser, Part Time Bookkeeper, summarized on the off airport car rental operations and spoke on solutions and options -- plan to implement the off airport operations into the Commercial Vehicle Policy in October for final approval. Questions followed, Mr. Werner spoke on honoring the relationship with the on airport agencies. Ms. Joelle Bodin, Director of Finance & Administration, overviewed on the draft rates and charges for Sky Harbor (DYT) and DLH, she highlighted recommended adjustments and changes. Ms. Bodin reviewed and itemized on the draft 2019 budget assumptions, Mr. Werner detailed further. Plan for both drafts to be approved at the October meeting.
- Marketing: Mr. Werner updated on the Business Service Center, confident the January 1st opening goal will be met. Spoke on the partnership once again with Bentleyville, DAA volunteer night will be December 16th.
- Legislative: Mr. Werner overviewed and detailed on the MnDOT leadership meeting, highlighted key initiatives, very good meeting.

Questions and discussion followed on several of the Executive Director's review items. Dir. McIsaac moved to approve the August 15, 2018 special meeting minutes, August 21, 2018 meeting minutes and other consent items. Dir. Tanski seconded. Motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #17 and #18, 2018.
Airport News: Forbes magazine article "Does David Neeleman Have a Clear Flight Path for His New Airline?", "News from Don Monaco, Commissioner for the Metropolitan Airports Commission (MAC)" and August Albatross Airport Newsletter.
Weekly Duluth International Airport tenant operations meeting minutes August 21, 2018 through September 04, 2018.
E-Mail from Monaco Air Foundation with summary of August 2018 activities.
September 2018 Delta Air Lines Presentation.
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

Ms. Kayser described background information and reviewed the land lease agreement. She recommended approval. Questions followed. Dir. Maki moved to approve the resolution for the land lease agreement between the Duluth Airport Authority and the Western Lake Superior Sanitary District (WLSSD). Dir. McIsaac seconded. Motion carried. Dir. Fedora abstained due to a professional affiliation with WLSSD.

Mr. Werner spoke on the charter airline agreement and thanked Mr. Don Monaco again for his partnership. He recommended approval. Dir. Tanski move to approve the resolution for the charter airline agreement between the Duluth Airport Authority and Monaco Aviation to facilitate Nashville Charter Service. Dir. McIsaac seconded. Motion carried.

Ms. Kayser presented background information and summarized on the Hangar #2 building condition. Due to lack of funding and no interested parties for operations, recommend to decommission for the winter. Questions and discussion followed. Mr. Werner detailed further on redevelopment and the Master Plan. Dir. Fedora moved to approve the resolution for Hangar #2 decomission. Dir. Maki seconded. Motion carried.

Dir. Tanski moved to adjourn the meeting. Dir. McIsaac seconded. Motion carried. Pres. Butler adjourned the September 18th DAA Board meeting at 9:16 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____ DATE: 10/10/18

CASH DISBURSEMENTS

III

Duluth Airport Authority
Operating Check Register
September 21-2018
CD 19-2018
DAA Operating Check Register

Document N	Date	Transaction	Payee	Amount
6616	9/21/2018	BILLPMT	Acme Tools	$314.99
6617	9/21/2018	BILLPMT	Airgas North Central	$82.97
6618	9/21/2018	BILLPMT	AT&T Mobility	$199.83
6619	9/21/2018	BILLPMT	Best Oil Company	$3,895.20
6620	9/21/2018	BILLPMT	Blueglobes LLC	$357.50
6621	9/21/2018	BILLPMT	Bodin, Joelle	$60.00
6622	9/21/2018	BILLPMT	Century Link	$338.82
6623	9/21/2018	BILLPMT	City Of Duluth Comfort Systems	$5,344.13
6624	9/21/2018	BILLPMT	Como Lube & Supplies	$180.00
6625	9/21/2018	BILLPMT	Compudyne, Inc.	$2,700.29
6626	9/21/2018	BILLPMT	Dalco	$561.58
6627	9/21/2018	BILLPMT	Duluth Area Chamber Of Commerce	$245.58
6628	9/21/2018	BILLPMT	General Security Services Corporation	$15,256.94
6629	9/21/2018	BILLPMT	Goodin Company	$26.39
6630	9/21/2018	BILLPMT	Graybar	$102.18
6631	9/21/2018	RFND	Iron Range Resources	$3,000.00
6632	9/21/2018	BILLPMT	Jamar Company	$1,672.50
6633	9/21/2018	BILLPMT	Kayser, Jana M	$2,154.17
6634	9/21/2018	BILLPMT	KBJR	$225.00
6635	9/21/2018	BILLPMT	Lumacurve Airfield Signs	$1,323.54
6636	9/21/2018	BILLPMT	Madsen, Brian	$60.00
6637	9/21/2018	BILLPMT	Marsden Building Maintenance	$14,642.00
6638	9/21/2018	BILLPMT	Menards	$233.46
6639	9/21/2018	BILLPMT	Mid-Hudson Photo ID	$266.00
6640	9/21/2018	BILLPMT	Minnesota Power	$26,402.19
6641	9/21/2018	BILLPMT	MN Dept of Emply & Econ. Development	$2,222.22
6642	9/21/2018	BILLPMT	Nextera Communications	$1,023.23
6643	9/21/2018	BILLPMT	Northern Business Products, Inc.	$78.20
6644	9/21/2018	BILLPMT	Northern Engine & Supply	$34.90
6645	9/21/2018	BILLPMT	Northern States Supply, Inc.	$134.63
6646	9/21/2018	BILLPMT	Northern Tool + Equipment	$158.98
6647	9/21/2018	BILLPMT	Peterson, Blaine	$60.00
6648	9/21/2018	BILLPMT	Peterson, Natalie	$60.00
6649	9/21/2018	BILLPMT	Praxair Distribution Inc.	$218.92
6650	9/21/2018	BILLPMT	Republic Parking System, LLC	$1,100.00
6651	9/21/2018	BILLPMT	Sam's Club	$313.37
6652	9/21/2018	BILLPMT	Schindler Elevator Corp	$404.65
6653	9/21/2018	BILLPMT	Sinnott, Paul	$60.00
6654	9/21/2018	BILLPMT	Taylor, Dan	$60.00
6655	9/21/2018	BILLPMT	Trillion Aviation	$4,400.00
6656	9/21/2018	BILLPMT	Turbo Diesel & Electric	$4,519.70
6657	9/21/2018	BILLPMT	Wabrowetz, Steve	$60.00
6658	9/21/2018	BILLPMT	Waste Management of WI-MN	$3,612.60
6659	9/21/2018	BILLPMT	Welch, Ryan	$60.00
6660	9/21/2018	BILLPMT	Werner, Thomas	$60.00
6661	9/21/2018	BILLPMT	Western Lake Superior Sanitary District	$116.60
6662	9/21/2018	CHK	WF Bus Payment Processing - Joelle	$1,677.28
6663	9/21/2018	CHK	WF Bus Payment Processing - Tom	$921.63
6664	9/21/2018	BILLPMT	Ziegler, Inc.	$130.83
Total				$101,133.00

Approvals:

Airport Director

Airport Authority

City Treasurer

CD 19 – 2018

Duluth Airport Authority
Operating Check Register
October 05-2018
CD 20-2018
DAA Operating Check Register

Document N	Date	Transaction	Payee	Amount
6665	10/5/2018	BILLPMT	AirFiber	$49.95
6666	10/5/2018	BILLPMT	American Association Of Airport Executives	$275.00
6667	10/5/2018	BILLPMT	Ameripride Linen & Apparel Services	$46.51
6668	10/5/2018	BILLPMT	Aviation Security Clearinghouse	$500.00
6669	10/5/2018	BILLPMT	Best Oil Company	$5,767.10
6670	10/5/2018	CHK	DAA Petty Cash	$66.11
6671	10/5/2018	BILLPMT	Dash Express, LLC	$80.00
6672	10/5/2018	BILLPMT	Duluth Lawn & Sport	$2,118.35
6673	10/5/2018	BILLPMT	Grainger	$156.40
6674	10/5/2018	BILLPMT	Helen A Kallberg	$63.88
6675	10/5/2018	BILLPMT	iFIDS.com Inc.	$125.00
6676	10/5/2018	BILLPMT	Jamar Company	$7,675.00
6677	10/5/2018	BILLPMT	MacQueen Equipment, Inc.	$16,729.35
6678	10/5/2018	BILLPMT	Metro Sales, Inc.	$450.01
6679	10/5/2018	BILLPMT	Minnesota Petroleum Service	$115.90
6680	10/5/2018	BILLPMT	MNDOT Office of Aeronautics	$40.00
6681	10/5/2018	BILLPMT	Northern States Supply, Inc.	$21.40
6682	10/5/2018	BILLPMT	One Source	$1,116.57
6683	10/5/2018	BILLPMT	Orrey, John	$185.01
6684	10/5/2018	BILLPMT	Peterson, Blaine	$62.63
6685	10/5/2018	BILLPMT	Peterson, Natalie	$52.79
6686	10/5/2018	BILLPMT	Pomp's Tire Service, Inc.	$2,596.00
6687	10/5/2018	BILLPMT	Sam's Club	$15.00
6688	10/5/2018	BILLPMT	State Supply	$447.27
6689	10/5/2018	BILLPMT	Swanson, Richard	$1,632.00
6690	10/5/2018	BILLPMT	Thanks Again, LLC	$45.85
6691	10/5/2018	BILLPMT	Waste Management of WI-MN	$2,603.30
6692	10/5/2018	BILLPMT	Ziegler, Inc.	$146.22
Total				**$43,182.60**

Approvals:

Airport Director

Airport Authority

City Treasurer

CD 20 -- 2018

Duluth Airport Authority
DAA Construction Check Register #11-2018
September 6, 2018

Document Number From: 6610 To: 6615

Document Number	Date	Transaction Type	Payee	Amount
6610	9/6/2018	BILLPMT	1 Century Fence Company	$38,854.24
6611	9/6/2018	BILLPMT	1 MediaUSA Adverising Inc	$400.00
6612	9/6/2018	BILLPMT	1 PCI Roads, LLC	$4,293,157.75
6613	9/6/2018	BILLPMT	1 Prairie Restorations, Inc.	$1,400.00
6614	9/6/2018	BILLPMT	1 Short Elliot Hendrickson	$14,635.00
6615	9/6/2018	BILLPMT	1 SwimCreative	$12,860.93
			Total	**$4,361,307.92**

Airport Director

City Treasury

Duluth Airport Authority
DAA Construction Check Register #12-2018
October 4, 2018

Document Number From: 6693 To: 6696

Document Number	Date	Transaction Type	Payee	Amount
6693	10/4/2018	BILLPMT	1 MediaUSA Adverising Inc	$400.00
6694	10/4/2018	BILLPMT	1 Northland Constructors of Duluth	$709,528.64
6695	10/4/2018	BILLPMT	1 Short Elliot Hendrickson	$32,680.00
6696	10/4/2018	BILLPMT	1 SwimCreative	$4,134.61
			Total	**$746,743.25**

Airport Director

City Treasury

CORRESPONDENCE

IIZ A

DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

Duluth International Airport Tenant Operations Meeting Minutes
Tuesday, September 11, 2018

Present: Blaine Peterson, Troy Roberts, Garett Johnson, Mark Wasserbauer, Jim McGarvey, Randine LePage, Loren Kuhnley, Scott Wright, Dan Monette, Scott Poldoski, Rob Missine, Steve Wabrowetz, Benita Crow, Anthony Olson, Bill King

Minutes: The next regularly scheduled meeting will be on **September 18, 2018 at 9am on 2nd floor.**

THE DAA ENCOURAGES YOUR ORGANIZATION TO SHARE RECENT ACCOMPLISHMENTS OR WHAT IS HAPPENING WITHIN YOUR ORGANIZATION

1. **Airport Operations Update: Blaine Peterson-** September 26 is the tentative date for grooving operations to take place on panels that were replaced this past spring as well as where the additional grinding took place this past spring. This will cause a full runway day closure to allow for efficient grooving operations. An update will be distributed once the contractor confirms September 26 is the date. Please send to Blaine any conflicts with this date. DAA is meeting with the FAA on September 25th on the Glideslope. Propose October 23rd for the annual DAA Winter Operations/IROPs Workshop. Sky Harbor Airport construction proceeding nicely. Mostly dirt work this phase. Small discussion and reflection on September 11th and Patriots Day.
2. **To change up the tenant meeting a little bit, Blaine is proposing to change the location of the tenant meeting occasionally to provide an opportunity of the airport tenants to showcase their operations. Any thoughts on this idea are welcome. Please send comments to bpeterson@duluthairport.com**

a. **Airside:**

b. **Landside:**

c. **Construction, SEH: Benita Crow** – Nothing to report

3. **Airport Security Updates** **IF YOU SEE SOMETHING, SAY SOMETHING**

a. **DAA**:

b. **GSSC: Jim McGarvey**- Thank you for the medical emergency assistance last week.

c. **TSA: Dan Monette**- Nothing to report

4. **Airport Terminal Tenant Updates**

   a. **Airlines/FBO**

      a. **Delta Global Services: Loren Kuhnley/Scott Wright -**

      b. **Monaco: Rob Missinne-**

         Scott Poldoski.

   b. **Food/Beverage**

   c. **Facilities Management**

      a. **Marsden,**

   d. **Rental Cars**

      a. **AVIS: Randine Lepage** - Nothing to report

      b. **Budget:**

      c. **Hertz:**

      d. **National/Alamo/Enterprise:**

5. **Airfield Tenant Updates**

   a. **148th ANG**

      a. **ARFF:** - Nothing to report

      b. **Security:**

      c. **Operations: Mark Wasserbauer-** Lakeside TACAN up and operational but not monitored at this time. Quarterly Airfield Operations Board on September 12th at 1:30pm. Please coordinate with Mark prior to ensure smooth flow at the Gate. 14 September there will be a West cable barrier engagement test at 0830. Runway 9/27 will be closed from 0830 - 0930. No alternate engagement test date planned at this time. KC 135 will RON September 12 -14 as part of the Boss/Spouse Lift. 148th Family Day on September 15. PT Test on Saturday 0600-1000, followed by Family Day. There will be static display aircraft being moved to the 148th ramp on Saturday as part of the Family Day.

      d. **Emergency Management:**

      e. **Munitions:**

   b. **AAR:**

   c. **CAF**

   d. **Cirrus:**

   e. **FAA/ATC: Garett Johnson –** Nothing to report

      a.**Tech ops:**.

   f. **FedEx**

g. LSC: Anthony Olson-

h. LSHeli

i. Allete

6. Alibi / Q&A – None

Mary Ann Wittkop

From: Rick Swanson
Sent: Tuesday, September 25, 2018 11:12 AM
To: Aaron Henstorf (NWA - Delta); Alan Jusczak (Cirrus); Benita Crow (SEH); Bill Kuhlmey (ARFF); Blaine Peterson; Charles Wall (Oakwells Arrowhead Tap House); Chauncy (Bubba) McGregor (HMI); Chris Rankila (AAR); Dan Monette (TSA); Dan Traska (LSC); Darren Christopher (RS&H); Dean Thesing (UPS); DeWayne Tomasek (CAF); Don Lowman (DGS); Doug Haala (Abateco); Eric Monson (Lake Superior Helicopters); Ian Jorgensen (Century Fence); Security; Joanne Fay (jfay@pciroads.com); Joe Klainert (FedEx); Joelle Bodin; John Kontny (JAMAR); Joseph Solberg (148th ANG CES) (joseph.v.solberg.mil@mail.mil); Joseph Stover (Northland Const); Keith Bischoff (CAP); Loren Kuhnly (DGS); Lysher, Daniel E MSgt USAF 148 FW (US) (daniel.e.lysher.mil@mail.mil); Mark Ketterer (AAR); Matthew Deveau (Marsden); Michael J. Reilly (Oakwells); Michael Stewart (NWS); Nathan Horner (Century Fence); Nathan Sapik (Benson Electric); Pam Roed (Cirrus); Rachel Wedig (PCi Roads); RJ Kotter (ARFF) (robert.j.kotter.nfg@mail.mil); Rob Cotter (Allete/MN Power); Rob Missinne (Monaco Air); Robert Lender (FAA); Ryan Blazevic (148th ANG CE); Ryan Kern (Duluth Airshow); Ryan Nelson (Northland Const); Ryan Osvold (Parsons Electric); Sadie Borneman (Cirrus); Scott Wright (DGS); SMSgt 148th MMS Allen Young (allen.g.young.mil@mail.mil); Steve Cauchon (Jet Duluth); Tanya Hanson (DGS); Thomas Klovstad (CBP); Wilfrid (Bill) Hines (PCi); Alan Widell (alan.j.widell.mil@mail.mil); Barb Michelizzi (Republic Parking); Blaine Peterson; Brian Madsen; Budget Car Rental; Casey Erickson (148th ANG SFS); Dan Desanto (Cirrus); Dan Monette (TSA AFSD); Dan Taylor; Duane Johnson (johnsond@co.st-louis.mn.us); Edmund Stuart (ARFF); Garett Johnson (FAA); Helen Kallberg; James Picconatto (148th ANG SFS); Jamey Nord (148th ANG Antiterrorism); Jana Kayser; Jeffrey Kreager (148th ANG SFS); Jerilee Buggert (FAA); John Orrey; 'Jusczak, Alan'; Justin Zoss (TSA); Karyn Shold (CBP); Kathy Carver; 'leslie.carlson@rsandh.com'; Mark Vavra (Col. 148 ANG); Mark Wasserbauer (148th ANG); Mary Ann Wittkop; Mike Magni; Natalie Peterson; Paul Sinnott; Rick Swanson; Ryan Welch; Scott Poldoski; Scott Rautio; Sharon Miller (N/A/E Car Rental); Special Projects; Stephanie Howe (BOP duluth Secretary); Steve Wabrowetz; Steven Eliason (steven.d.eliason@cbp.dhs.gov); Tom Werner; Travis Lee (Marsden); Tyler Rule (148th ANG SFS)
Cc: Steve Wabrowetz; Paul Sinnott; Dan Taylor; Ryan Welch; Natalie Peterson; Joelle Bodin; Mary Ann Wittkop; Jana Kayser; Tom Werner; John Orrey; Kathy Carver
Subject: Sept 25 Tenant Ops Meeting

09/25/2018,
DAA Tenant Operations Meeting.

Attending:
DAA / Monaco Air / SEH / GSSC / Avis /FAA / LSC / 148th ANG Airfield Mgr. / Cirrus Design / AAR

Topics:

DAA:

Sept 26th – DLH runway 9/27 will be closed from 0700 am until 8 pm for runway grooving operations. NOTAM has been filed.

Sept 23rd – 28th : MSP will be reducing night time (11 pm – 0530 am) runway availability to complete safety area work. We at DLH are not expecting to see any impact to our operations, however there could be a possibility of diversions.

Oct 2nd - Tenant Ops Meeting will be held in the 3rd floor Amatuzio Rm at 0900 hrs.

Oct 9th - Cirrus will host the Tenant Ops Meeting. To be held in their conference room, use public entrance into the east Cirrus building, check in at the reception counter. If your representative attendee to this meeting is a foreign national, contact Blaine Peterson (DAA)at 218-625-7767 or bpeterson@duluthairport.com for further information.

Oct 23rd – DAA will host the annual pre-winter Snow Operations Meeting to be held in the Amatuzio Room immediately following the regular airport Tenant Ops Meeting Both meetings to be held in the 3rd floor Amatuzio Conference Room starting at 0900 for tenant meeting and 0930 for the Snow Operations meeting.

Jana Kayser reported that the airport's recent Blood Drive involvement was consider a success. She express her appreciation for those that responded, reportedly 13 units were collected which potentially saves 39 lives. Thank you to all that participated.

Airport Badging and Security Office reports the annual Signatory Training as required by TSA will be sent out in October using the same manner as last year. Signatories are asked to review the training information that will be emailed to you and respond back to by email that you have received and reviewed the information for verification of training.

Airport Badging and Security Office will be following up on the TSA requirement affecting tenants that issue individual corporate IDs that open doors that possibly could allow eventual access onto the airport controlled or secure areas (AOA or SIDA) by contacting those tenant representatives to ensure appropriate audit and inventory procedures are in place. If there are questions that need to be addressed or assistance in drafting the design of those audits, contact Rick Swanson (218-625-7772 swansonr@duluthairport.com).

LSC :

Adequate student parking overflow is becoming a problem. Blaine Peterson (DAA) will contact Dan Traska (LSC) to discuss and explore options.

GSSC :

Noticed DGS has pile wood up outside the dumpsters and it has not been removed in some time. Blaine Peterson will coordinate with Ryan W and DGS to address this.

Cirrus :

Question on the demolition status of the Hangar 101 (previous CAF). Blaine Peterson indicated there are no immediate plans for demolition.

AAR :

Operation Hat Trick will again be part of AAR's community fund raiser efforts this year. Hats available for purchase will be either a knit style with no tassel, or a ball cap design. Availability is expected near the end of October.

Richard Swanson
Security / Badging Coordinator
Duluth International Airport (DLH)
4701 Grinden Drive
Duluth, MN 55811
(218) 625-7772
(218) 340-5678
swansonr@duluthairport.com

DULUTH INTERNATIONAL AIRPORT
Travel Globally. Fly Locally.

Mary Ann Wittkop

From: Rick Swanson
Sent: Tuesday, October 2, 2018 4:41 PM
To: Aaron Henstorf (NWA - Delta); Alan Jusczak (Cirrus); Benita Crow (SEH); Bill Kuhlmey (ARFF); Blaine Peterson; Charles Wall (Oakwells Arrowhead Tap House); Chauncy (Bubba) McGregor (HMI); Chris Rankila (AAR); Dan Monette (TSA); Dan Traska (LSC); Darren Christopher (RS&H); Dean Thesing (UPS); DeWayne Tomasek (CAF); Don Lowman (DGS); Doug Haala (Abateco); Eric Monson (Lake Superior Helicopters); Ian Jorgensen (Century Fence); Security; Joanne Fay (jfay@pciroads.com); Joe Klainert (FedEx); Joelle Bodin; John Kontny (JAMAR); Joseph Solberg (148th ANG CES) (joseph.v.solberg.mil@mail.mil); Joseph Stover (Northland Const); Keith Bischoff (CAP); Loren Kuhnly (DGS); Lysher, Daniel E MSgt USAF 148 FW (US) (daniel.e.lysher.mil@mail.mil); Mark Ketterer (AAR); Matthew Deveau (Marsden); Michael J. Reilly (Oakwells); Michael Stewart (NWS); Nathan Horner (Century Fence); Nathan Sapik (Benson Electric); Pam Roed (Cirrus); Rachel Wedig (PCi Roads); RJ Kotter (ARFF) (robert.j.kotter.nfg@mail.mil); Rob Cotter (Allete/MN Power); Rob Missinne (Monaco Air); Robert Lender (FAA); Ryan Blazevic (148th ANG CE); Ryan Kern (Duluth Airshow); Ryan Nelson (Northland Const); Ryan Osvold (Parsons Electric); Sadie Borneman (Cirrus); Scott Wright (DGS); SMSgt 148th MMS Allen Young (allen.g.young.mil@mail.mil); Steve Cauchon (Jet Duluth); Tanya Hanson (DGS); Thomas Klovstad (CBP); Wilfrid (Bill) Hines (PCi); Alan Widell (alan.j.widell.mil@mail.mil); Barb Michelizzi (Republic Parking); Blaine Peterson; Brian Madsen; Budget Car Rental; Casey Erickson (148th ANG SFS); Dan Desanto (Cirrus); Dan Monette (TSA AFSD); Dan Taylor; Duane Johnson (johnsond@co.st-louis.mn.us); Edmund Stuart (ARFF); Garett Johnson (FAA); Helen Kallberg; James Picconatto (148th ANG SFS); Jamey Nord (148th ANG Antiterrorism); Jana Kayser; Jeffrey Kreager (148th ANG SFS); Jerilee Buggert (FAA); John Orrey; 'Jusczak, Alan'; Justin Zoss (TSA); Karyn Shold (CBP); Kathy Carver; 'leslie.carlson@rsandh.com'; Mark Vavra (Col. 148 ANG); Mark Wasserbauer (148th ANG); Mary Ann Wittkop; Mike Magni; Natalie Peterson; Paul Sinnott; Rick Swanson; Ryan Welch; Scott Poldoski; Scott Rautio; Sharon Miller (N/A/E Car Rental); Special Projects; Stephanie Howe (BOP duluth Secretary); Steve Wabrowetz; Steven Eliason (steven.d.eliason@cbp.dhs.gov); Tom Werner; Travis Lee (Marsden); Tyler Rule (148th ANG SFS)
Cc: Paul Sinnott; Dan Taylor; John Orrey; Ryan Welch; Mary Ann Wittkop; Natalie Peterson; Joelle Bodin; Jana Kayser; Kathy Carver; Security DAA
Subject: 100218 Ops Tenant Meeting
Attachments: Message from "RNP002673BCBDD9"

Attending: TSA / FAA Tower and Airfield / SEH / AVIS / Monaco Air / DAA / GSSC / Cirrus / DGS / 148th Airfield and MXMW / Lake Superior College / Lake Superior Helicopters

DAA

- Runway grooving completed
- TSA Milwaukee used CPR to save life; keep your training and certifications up to date, lives are saved.
- Sky Harbor runway construction is on schedule, SEH anticipates completion by mid to end of October.
- Next week's Ops / Tenant Meeting (Oct 9th) will be held at Cirrus Design, utilize the customer service entrance on their east building, check in at their customer service counter with photo ID. Meeting at 0900 am.
- Airport Snow Ops Meeting will be Oct 23rd at 0930 am immediately following the 0900 am Ops/Tenant Meeting in the Amatuzio Airport Conference Room.

- Tomorrow at 3:18 PM the National Emergency Alerting System (EAS) and the Wireless Emergency Alerts (WEA) will tested by the Dept. of Homeland Security (see attached file).

FAA ATCT:

- Window Seal status? Blaine Peterson will check with Ryan Welch.

LSC

- Will coordinate with Blaine Peterson to host a Ops / Tenant Meeting in the near future.

148th Airfield

- Noted dead birds on the airfield. DAA Airfield (Wabrowetz) responded describing the influx of certain bird types because of the season and stressed the importance or any dead bird located within the airfield and bird strikes need to be reported to his Department as soon as possible. The DAA has a reporting (report form 5200-7) responsibility on these matters.

Monaco

- Starting De-Icing training and operations.

Cirrus

- Testing of their parachute deployment systems will take place today on the North airfield perimeter road areas.

Richard Swanson
Security / Badging Coordinator
Duluth International Airport (DLH)
4701 Grinden Drive
Duluth, MN 55811
(218) 625-7772
(218) 340-5678
swansonr@duluthairport.com

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Mary Ann Wittkop

From: Rick Swanson
Sent: Tuesday, October 9, 2018 3:38 PM
To: Aaron Henstorf (NWA - Delta); Alan Jusczak (Cirrus); Benita Crow (SEH); Bill Kuhlmey (ARFF); Blaine Peterson; Charles Wall (Oakwells Arrowhead Tap House); Chauncy (Bubba) McGregor (HMI); Chris Rankila (AAR); Dan Monette (TSA); Dan Traska (LSC); Darren Christopher (RS&H); Dean Thesing (UPS); DeWayne Tomasek (CAF); Doug Haala (Abateco); Eric Monson (Lake Superior Helicopters); Security; Joanne Fay (jfay@pciroads.com); Joe Klainert (FedEx); Joe Stover (Northland Const); Joelle Bodin; Joeseph Stover; John Kontny (JAMAR); Joseph Solberg (148th ANG CES) (joseph.v.solberg.mil@mail.mil); Keith Bischoff (CAP); Loren Kuhnly (DGS); Lysher, Daniel E MSgt USAF 148 FW (US) (daniel.e.lysher.mil@mail.mil); Mark Ketterer (AAR); Michael J. Reilly (Oakwells); Michael Stewart (michael.stewart@noaa.gov); Nathan Horner (Century Fence); Nathan Sapik (Benson Electric); Pam Roed (Cirrus); Rachel Wedig (PCi Roads); RJ Kotter (ARFF) (robert.j.kotter.nfg@mail.mil); Rob Cotter (Allete/MN Power); Rob Missinne (Monaco Air); Robert Lender (FAA); Ryan Blazevic (148th ANG CE); Ryan Kern (Duluth Airshow); Ryan Nelson (Northland Const); Ryan Osvold (Parsons Electric); Sadie Borneman (Cirrus); Scott Wright (DGS); SMSgt 148th MMS Allen Young (allen.g.young.mil@mail.mil); Steve Cauchon (Jet Duluth); Tanya Hanson (DGS); Thomas Klovstad (CBP); Todd Niemi (Marsden); Wilfrid (Bill) Hines (PCi); Alan Widell (alan.j.widell.mil@mail.mil); Barb Michelizzi (Republic Parking); Blaine Peterson; Brian Madsen; Budget Car Rental; Casey Erickson (148th ANG SFS); Dan Desanto (Cirrus); Dan Monette (TSA AFSD); Dan Taylor; Duane Johnson (johnsond@co.st-louis.mn.us); Edmund Stuart (ARFF); Garett Johnson (FAA); Helen Kallberg; James Picconatto (148th ANG SFS); Jamey Nord (148th ANG Antiterrorism); Jana Kayser; Jeffrey Kreager (148th ANG SFS); Jerilee Buggert (FAA); John Orrey; 'Jusczak, Alan'; Justin Zoss (TSA); Karyn Shold (CBP); Kathy Carver; 'leslie.carlson@rsandh.com'; Mark Vavra (Col. 148 ANG); Mark Wasserbauer (148th ANG); Mary Ann Wittkop; Matthew Deveau (Marsden); Mike Magni; Natalie Peterson; Paul Sinnott; Rick Swanson; Ryan Welch; Scott Poldoski; Scott Rautio; Sharon Miller (N/A/E Car Rental); Special Projects; Stephanie Howe (BOP duluth Secretary); Steve Wabrowetz; Steven Eliason (steven.d.eliason@cbp.dhs.gov); Tom Werner; Travis Lee (Marsden); Tyler Rule (148th ANG SFS)
Cc: Natalie Peterson; Jana Kayser; Joelle Bodin; Kathy Carver; Mary Ann Wittkop; Ryan Welch; John Orrey; Tom Werner; Paul Sinnott; Dan Taylor; Joseph Klainert
Subject: 10092018 Airport Operations Tenant Meeting

Meeting hosted by Cirrus Aircraft Design.

Attending: ARFF / Monaco Air / Lake Superior College / Allete / Delta Global Services / Avis / Duluth Airport Authority / SEH Engineering / FAA / Cirrus Aircraft Design / 148th Air National Guard / TSA

DAA

Blaine Peterson made a special thank you announcement to Cirrus Design and Bill King for hosting this week's meeting.

Monaco Air will be hosting a Ops / Tenant meeting in November; date yet to be announced.

Some discussion on the possibility of relocating the FAA Glide Slope in 2019. SEH Engineering provided further insight into that move. Considerations of cost vs. benefit of such a move have not yet determined.

Crane is currently being utilized at the St. Louis Co Jail for a project. No impact to flying for the airport.

Reminder of the **AIRPORT SNOW MEETING to be held in the DAA Conference Room (Amatuzio Rm) on October 23rd at 0930**, immediately following the Airport / Tenant Meeting. Come at 0900 to be at both meetings.

Volunteers wishing to help with the Duluth Airport Authority's Volunteer Night at the Bentleyville Christmas Display, contact Natalie Peterson (npeterson@duluthairport.com) or 625-7768 for more information.

148th ANG

- End of October a C-17 will be arriving to be available to the ARFF for their training. Will be parked at Monaco Air.

ARFF One fire truck is down, no negative impact to airport response requirements.

TSA

- Inspector Justin Zoss introduced himself to those that may not have known him. Also spoke to the badge and access media audit requirement of airport tenants that issue their own corporate IDs and internal access control items. DAA Security and Badging is currently working with all tenants that are impacted.

Delta Global Services

- There was one airline diversion from MSP this morning, no further information on other possibilities.

Sky Harbor

- Today ends this season's construction at Sky Harbor Airport.

Cirrus

- After this meeting, Bill King offered a tour of their facilities and aircraft production.

Richard Swanson
Security / Badging Coordinator
Duluth International Airport (DLH)
4701 Grinden Drive
Duluth, MN 55811
(218) 625-7772
(218) 340-5678
swansonr@duluthairport.com

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IV B

Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Monday, October 1, 2018 8:34 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: September, 2018 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 September, 2018 Activities

High School Aviation Day Program: The Foundation continues to provide tours to high schools and other organizations upon request.

Duluth Flying Club Scholarship Fund: The Foundation has issued two scholarships of $554.38 each since the Fund was established. The current balance in the Scholarship Fund is $1,141.24. The Foundation has suspended issuing any new aviation training scholarships. This item will not appear on future monthly reports until there is something new to report.

Other Initiatives: The Foundation welcomes additional requests from the Duluth Airport Authority Board for other 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

Don't Overlook Regional Airports' Importance

Glenn HollisterContributori
Forbes Magazine
Aerospace & Defense*I cover the commercial aspects of airlines and the travel industry*

A small regional airport runway in Hayward CA (Credit: Getty)

OAG has released its third-annual "Megahub" studies of international and United States airport connectivity. The studies calculate the number of unique online connections that a traveler can make at a given airport on the day of the year with the most flights at that airport. This year's results are generally unsurprising, with London's Heathrow retaining its ranking as the most connected airport in the world, followed by Chicago O'Hare, Frankfurt, Amsterdam and Toronto Pearson. Domestically, the most connected airport is O'Hare, followed by Atlanta, Charlotte, Dallas-Fort Worth and Denver.

Digging a little deeper, though, reveals some interesting insights. Why is Chicago O'Hare ranked ahead of Atlanta when Atlanta is the larger airport by almost any measure? O'Hare's connectivity index is 479 (in the U.S. report), while Atlanta's is 396, so the two airports are not even close.

The answer, according to John Grant, a senior analyst for OAG, is regional traffic: "The big insight is, don't underestimate the value of all these relatively small airports in the U.S. and the contribution they make to aviation."

Indeed, U.S. hub airports in general receive a lot more regional feed than airports elsewhere, which contributes to U.S. airports' overall high ranking in the study. European airports, by contrast, tend to rely on local traffic or high-speed rail connections. (Rail connections are not considered because they generally cannot be ticketed with air travel.)

This bodes well for the network expansion strategy announced by United Airlines' President Scott Kirby. The expansion focuses on adding a regional feed to the airline's mid-continent hubs in Denver, Chicago and Houston. These regional flights were drawn down over a period of years in order to keep total capacity growth within investor expectations. However, not all capacity is equal, and regional routes create a lot of options for relatively low cost. As Grant explained, the effort needed "to create one long-haul route to create a number of regional routes that provide many more connection opportunities."

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Monthly Construction Project Progress Report
DULUTH INTERNATIONAL AIRPORT
Airfield Perimeter Fence, Phase 1
Report #8 - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
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Project Overview

Project Owner	Duluth International Airport / DAA	Grant #	AIP 3-27-0024-60-16
Construction Manager/Company	Century Fence Company	Engineer Point of Contact/Company	Shawn McMahon, PE

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	917,241
MnDOT	5	50,958
DAA		
City		
Other	5	50.958

**Change Orders Pending*

Original Project Budget (Construction):	$1,019,157
Value of Change Orders (Construction):	$82,131
Original Project Budget (Engineering):	$119,200
Total Project Budget:	**$1,220,488**
Current Project Expenditures (Construction):	$943,612
Current Change Orders (Construction):	$74,063
Current Project Expenditures (Engineering):	$107,280
Total Project Expenditures:	**$1,124,955**

Engineering

Source	%	Funds ($)
FAA	90	107,260
MnDOT	5	5,960
DAA		
City		
Other	5	5.960

Percent Complete: 95%

Overall Budget Status: +$82,131

Budget Variance Explanation: CO#1, CO#2, CO#3 - see below

Construction Operational Progress

Schedule Status	Substantially Complete	Start Date	October 6, 2016	End Date	Substantial Completion - September 30, 2017

Percent Complete: 95%

Schedule Variance Explanation: Construction of the project exceeded the original schedule due to additions to the project via contract change order as well as weather related impacts. Final punchlist items were resolved in spring of 2018. The only remaining work item is final synchronizing of the gate and terminal databases, which is expected to occur in October 2018.

Major Progress in Past 30 Days	N/A	Upcoming Progress in Next 30 Days	Final synchronizing of the gate and terminal databases

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	None	Impacts to Airport Operations in Next 30 Days	None
Safety Issues	N/A	Security Issues	None

Project Notes

Change Order #1 included addition of PIN pads (TSA request for future requirements), retrofit of existing terminal gate into new software system, and second laptop computer.

Change Order #2 included the addition of quazite boxed near each automatic gate to allow for easy access for operation and maintenance of utilities, card access control networking, and conduit and wires.
Change Order in process to include a wireless card reader system to interact with existing communication system installed as part of the terminal building project.

Change Order #3 is for the installation of a wireless gate access system to provide connectivity to each of the remote electronic gates on the airfield. The change order also includes concrete bollards to protect the card readers at each gate location.

Final payment is expected in November of 2018 upon final completion of synchronizing the gate and terminal databases and resolution of any outstanding punchlist items.

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Monthly Construction Project Progress Report
DULUTH INTERNATIONAL AIRPORT
Airfield Perimeter Fence, Phase 2
Report #3 **(FINAL)** - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
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Project Overview

Project Owner	Duluth International Airport / DAA	Grant #	AIP 3-27-0024-61-17
Construction Manager/Company	Century Fence Company	Engineer Point of Contact/Company	Shawn McMahon, PE

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	400,799
MnDOT	5	22,266
DAA		
City		
Other	5	22,266

Original Project Budget (Construction):	$445.332
Value of Change Orders (Construction):	$0
Original Project Budget (Engineering):	$88,300
Total Project Budget:	**$533,632**
Current Project Expenditures (Construction):	$442,970
Current Change Orders (Construction):	$0
Current Project Expenditures (Engineering):	$88,300
Total Project Expenditures:	**$531,270**

Engineering

Source	%	Funds ($)
FAA	90	79,470
MnDOT	5	4,415
DAA		
City		
Other	5	4,415

Percent Complete: 100%

Overall Budget Status: Under Budget (-$2,362)

Budget Variance Explanation: Final quantity below bidding quantity for silt fence and gate signs.

Construction Operational Progress

Schedule Status: Substantially Complete

Start Date: October 25, 2017

End Date: Final Completion – August 15, 2018

Percent Complete: 100%

Schedule Variance Explanation: Project was substantially complete in November of 2017, with final punchlist items resolved in spring of 2018. Project was completed within the allotted construction time.

Major Progress in Past 30 Days: None – final punchlist items were completed in May/June 2018

Upcoming Progress in Next 30 Days: None – project is complete

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	None	Impacts to Airport Operations in Next 30 Days	None
Safety Issues	N/A	Security Issues	None

Project Notes

This project is complete and this report is the final report for the project.

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Monthly Construction Project Progress Report
DULUTH INTERNATIONAL AIRPORT
Runway 9/27 Reconstruction, Phase 1
Report #8 - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
Closer to everywhere.

Project Overview

Project Owner	Duluth International Airport / DAA	Grant #	AIP 3-27-0024-59-15
Construction Manager/Company	PCI Roads	Engineer Point of Contact/Company	Benita Crow, SEH

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	10,585,350
MnDOT	10	1,176,250
DAA		
MCCA	100	483,218
Other	100	3,725,819

**Includes Funding for Change Orders*

FAA/MnDOT Eligible Items:

Original Project Budget (Construction):	$11,459,772
Value of Change Orders (Construction):	$301,727
Original Project Budget (Engineering):	$992,500
Total Project Budget:	**$12,753,999**
Current Project Expenditures (Construction):	$11,558,116
Current Change Orders (Construction):	$301,726
Current Project Expenditures (Engineering):	$992,500
Total Project Expenditures:	**$12,852,342**

**Does not include change orders not eligible for FAA or MnDOT reimbursement*
**This includes CO#1 and Engineering Amendment ($3,168,000), CO#5 ($62,980), CO#6 ($450,478), CO#7 ($662,840) and CO#8 ($32,740)*

Engineering

Source	%	Funds ($)
FAA	90	893,250
MnDOT	10	99,250
DAA		
City		
Other	100	168,800

Percent Complete: 98%

Overall Budget Status:
+$301,726 in construction change orders (FAA Eligible)
+$483,218 in change orders for arresting gear (MCCA)
+$3,168,800 for Phase 1A/1B Separation (Local Cost)
+$62,980 for tenant access (Local Cost)
+$662,840 for cold weather paving (Local Cost)

Budget Variance Explanation: Change Order Descriptions - See details below

Construction Operational Progress

Schedule Status	Phase 1A Complete Phase 1B began on September 4, 2017	Start Date	Phase 1B - Sept 4, 2017	End Date	Substantial Completion – Nov 2, 2017

Percent Complete: 98%

Schedule Variance Explanation: Balance of Phase 1 (Phase 1B) began on September 4, 2017
Phase 2 was combined with Phase 1B for electrical, cement treated base, and concrete paving. The combination of the two phases resulted in most of the work being completed at the end of

	October. The last half of October had unseasonably cold conditions and several snow events, including approximately 10 inches on October 27. Substantial completion occurred on November 21, 2017. Remaining work in 2018 included sawcut grooving and bituminous shoulders. Majority of work occurred between May 14 and June 9, 2018, under runway closure. Final sawcut grooving was completed on September 26 and 28, 2018. Remaining punchlist items expected to be completed by end of 2018.
Major Progress in Past 30 Days	Final sawcut grooving
Upcoming Progress in Next 30 Days	Punchlist items

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	Runway 9/27 was closed on September 26 and the morning of September 28 for final sawcut grooving	Impacts to Airport Operations in Next 30 Days	Periodic work expected on the runway to complete all remaining punchlist items
Safety Issues	N/A	Security Issues	N/A

Project Notes

Change Order #1 (Not FAA Eligible) included re-phasing the project into Phase 1A and Phase 1B. Total change order amount is $3,000,000 of which $1,100,000 was paid as part of Phase 1A and $950,000 was paid as part of Phase 1B.

Change Order #1 (Not FAA Eligible) also required an engineering amendment for SEH in the amount of $168,800 for coordination of the change order and phased separation.

Change Order #2 (Ph 1A) / #3 (Ph 1B) (FAA Eligible) - Adjustment to existing utility manholes and cleanouts in the shoulder area that conflicted with the paving track lane; connection of the proposed runway centerline light base can drain conduit to the existing runway edge drain. These items were amended to the project because of unknown buried conditions in the field. Final cost is $136,787.

Change Order #4 - (FAA Eligible) After removal of existing concrete pavement, there were isolated areas of saturated soils and unsuitable material. Final cost of this change order was based on actual quantities removed/replaced, and is $164,940.

Change Order #5 - (Not FAA Eligible) While Runway 9/27 was closed, aircraft to be maintained by AAR needed access to the AAR facility. The contractor constructed a temporary access taxiway along Runway 9/27 to tow two aircraft. Final costs associated with this work are $62,980 and is not eligible for FAA reimbursement.

Change Order #6 - (MCCA Funded at 100%) This change order includes removal of existing arresting gear systems and replacement with new systems. Total cost associated with this change order is $450,478 and is not eligible for FAA reimbursement, however costs are reimbursed to the DAA through an MCCA agreement with the 148th Fighter Wing.

Change Order #7 - (Not FAA Eligible) Due to a major snow event on October 27, 2017 and subsequent cold temperatures, the contractor had to implement cold weather tactics in order to finish the paing operations. These tactics included heating the subgrade in advance of paving, heating the sand used in the concrete mix, and covering the new concrete pavement following placement. Costs associated with cold weather pavement are $662,839.

Change Order #8 - (MCCA Funded at 100%) This change order is associated with Change Order #6 and includes replacement of bituminous shoulder pavement near the arresting gear systems with concrete pavement. Although not eligible for reimbursement, these costs are reimbursed to the DAA through the MCCA agreement with the 148th Fighter Wing. Total cost is $32,740.

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Monthly Construction Project Progress Report
DULUTH INTERNATIONAL AIRPORT
Runway 9/27 Reconstruction, Phase 2
Report #8 - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
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Project Overview

Project Owner	Duluth International Airport / DAA	Grant #	AIP 3-27-0024-60-16
Construction Manager/Company	PCI Roads	Engineer Point of Contact/Company	Benita Crow, SEH

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	5,748,022
MnDOT	10	638.669
DAA		
City		
Other		

**Includes Funding for Change Orders*

Original Project Budget (Construction):	$5,763,444
Value of Change Orders (Construction):	$623,247
Original Project Budget (Engineering):	$658,100
Total Project Budget:	**$6,682,990**
Current Project Expenditures (Construction):	$5,634,448
Current Change Orders (Construction):	$623,247
Current Project Expenditures (Engineering):	$658,100
Total Project Expenditures:	**$6,915,795**

Engineering

Source	%	Funds ($)
FAA	90	592,290
MnDOT	10	65,810
DAA		
City		
Other		

Percent Complete: 98%

Overall Budget Status: +$232,805 *(Primarily subgrade corrections)*

Budget Variance Explanation: Change Orders #1 - #6 – see below

Construction Operational Progress

Schedule Status	Complete	Start Date	July 30, 2017	End Date	Substantial Completion – September 28, 2017

Percent Complete: 98%

Schedule Variance Explanation:

Phase 2 was combined with Phase 1B for electrical, cement treated base, and concrete paving. The combination of the two phases resulted in most of the work being completed at the end of October. The last half of October had unseasonably cold conditions and several snow events, including approximately 10 inches on October 27.
Substantial completion for Phase 2 alone is September 28, 2017. Substantial completion occurred on November 21, 2017.
Remaining work in 2018 included sawcut grooving, bituminous shoulders, and bituminous blast pad. Work was completed under a runway closure from May 14 through June 9.

	Final sawcut grooving was completed on September 26 and 28, 2018. Remaining punchlist items expected to be completed by end of 2018
Major Progress in Past 30 Days	Final sawcut grooving
Upcoming Progress in Next 30 Days	Punchlist items

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	Runway 9/27 was closed on September 26 and the morning of September 28 for final sawcut grooving	Impacts to Airport Operations in Next 30 Days	Periodic work expected on the runway to complete all remaining punchlist items
Safety Issues	N/A	Security Issues	N/A

Project Notes

- Change Order #1 - After removal of existing concrete pavement, there were saturated soils and unsuitable material. These saturated soils were removed and replaced with suitable soils. Survey was taken pre and post excavation, and quantities were determined based on material removed and replaced. Total change order value is $208,158.
- Change Order #2 - Adjustment to existing utility manholes and cleanouts in the shoulder area that conflicted with the paving track lane; connection of the proposed runway centerline light base can drain conduit to the existing runway edge drain. These items were amended to the project because of unknown buried conditions in the field. Final change order amount is $53,288.
- Change Order #3 - The existing concrete surrounding the Runway 9 threshold bar was deteriorated, so it was removed and replaced with new concrete. Total cost is $41,490.
- Change Order #4 - Manholes in the blast pad were in need of repair in order to facilitate subsurface drainage. Replacement cost for the manholes is $3,150.
- Change Order #5 - On October 27, 2017, a major snow event occurred in Duluth, followed by cold temperatures. The contractor had to implement cold weather tactics in order to finish the concrete paving. Cold weather tactics included heating the subgrade in advance of paving, heating the sand used in the concrete mix, and covering the new concrete following placement. Total costs associated with cold weather paving is $240,133.
- Change Order #6 - Similar to CO#5, cold weather tactics were also implemented for sawcut grooving, including heating the surface of the pavement to facilitate grooving operations. Costs associated with this work is $77,028.

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Monthly Construction Project Progress Report
DULUTH INTERNATIONAL AIRPORT
Runway 9/27 Obstruction Removal
Report #5 **(FINAL)** - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
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Project Overview

Project Owner	Duluth International Airport / DAA	Grant #	AIP 3-27-0024-61-17
Construction Manager/Company	Northland Constructors	Engineer Point of Contact/Company	Benita Crow, SEH

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	392,600
MnDOT	10	43,622
DAA		
City		
Other		

Original Project Budget (Construction):	$417,950
Value of Change Orders (Construction):	$18,272
Original Project Budget (Engineering):	$68,200
Total Project Budget:	**$504,422**
Current Project Expenditures (Construction):	$410,950
Current Change Orders (Construction):	$18,272
Current Project Expenditures (Engineering):	$68,200
Total Project Expenditures:	**$497,422**

Engineering

Source	%	Funds ($)
FAA	90	61,380
MnDOT	10	6,820
DAA		
City		
Other		

Percent Complete: 100%

Overall Budget Status: Slightly under budget (-$7,000)

Budget Variance Explanation: Change Order #1 – See below

Construction Operational Progress

Schedule Status	Complete	Start Date	January 9, 2018	End Date	Substantial Completion – February 28, 2018

Percent Complete: 100%

Schedule Variance Explanation: N/A

Major Progress in Past 30 Days	Spraying to prevent regrowth	Upcoming Progress in Next 30 Days	Project complete

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	N/A	Impacts to Airport Operations in Next 30 Days	N/A
Safety Issues	N/A	Security Issues	N/A

Project Notes

There is one change order for the project. Following initial tree removal, both ends of the runway were surveyed for confirmation that all tree penetrations had been removed. The Runway 27 end was clear, but the Runway 9 end required removal of an additional 16 trees.

Final work item included spraying to prevent regrowth, which was completed in August.

SEH
Building a Better World for All of Us®

Monthly Construction Project Progress Report
DULUTH SKY HARBOR AIRPORT
Runway Relocation - Phase 2
Report #1 - October 3, 2018

DULUTH INTERNATIONAL AIRPORT
Closer to everywhere.

Project Overview

Project Owner	Duluth Sky Harbor Airport / DAA	Grant #	AIP 3-27-025-13-18
Construction Manager/Company	Northland Constructors	Engineer Point of Contact/Company	Benita Crow, SEH

Financial Overview

Construction

Source	%	Funds ($)
FAA	90	1,914,391
MnDOT	10	212,710
DAA		
City		
Other		

**Pending Change Orders*

Original Project Budget (Construction):	$2,127,101
Value of Change Orders (Construction):	$0
Original Project Budget (Engineering):	$2,127,101
Total Project Budget:	**$2,127,101**
Current Project Expenditures (Construction):	$670,587
Current Change Orders (Construction):	$0
Current Project Expenditures (Engineering):	$190,255
Total Project Expenditures:	**$860,842**

Engineering

Source	%	Funds ($)
FAA	90	263,430
MnDOT	10	29,270
DAA		
City		
Other		

Percent Complete: 75%

Overall Budget Status: Anticipated to be slightly over budget

Budget Variance Explanation: Faster rate of settlement required 5,000 CY of additional material – see notes below

Construction Operational Progress

Schedule Status	On schedule	Start Date	September 4, 2018	End Date	Substantial Completion - October 23, 2018

Percent Complete: 75%

Schedule Variance Explanation: N/A

Major Progress in Past 30 Days	Barging and placement of sand material (surcharge)	Upcoming Progress in Next 30 Days	Barging and placement of sand material (surcharge)

Safety and Security Overview

Impacts to Airport Operations in Past 30 Days	None	Impacts to Airport Operations in Next 30 Days	None
Safety Issues	N/A	Security Issues	N/A

Project Notes

- Completion of barging and placement of sand material (surcharge) anticipated to be complete by October 10, 2018.
- Settlement of material occurring at a slightly faster rate than geotechnical modeling predicted, which will result in the need for approximately 5,000 CY of additional material to be barged to the site to meet final grade. Total settlement is not anticipated to change.
- Upcoming work in October and November include topsoil placement, final erosion control preparations for winter, and construction of crib structures (mitigation element).

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SKY HARBOR RUNWAY RELOCATION NEWSLETTER

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

SEPTEMBER 2018 – VOLUME 8

Learn More:
Project newsletters including construction updates and photos will be distributed and posted on the airport website monthly. If you would like to be emailed the monthly newsletter, please contact Brandon Twedt (contact info below).

skyharbor.duluthairport.com

Brandon Twedt, PE
Project Engineer
Short Elliott Hendrickson, Inc. (SEH)
651-329-0133
btwedt@sehinc.com

Brian Madsen
Sky Harbor Airport Manager
Duluth Airport Authority
218-733-0078
bmadsen@duluthairport.com

PROJECT UPDATE

Phase 2 of the Runway Relocation project is underway! This phase builds upon last year's project by adding surcharge material to consolidate lake bottom soils and material that was placed in 2017. Construction is expected to continue through October.

Project Construction began the week of September 4, 2018. The initial construction activities this first couple weeks included installation of erosion control and traffic control measures on the Airport. Barge delivery of sand material and placement on-site for surcharge is ongoing.

The last few weeks of September will consist of barge delivery of sand and placement within Phase 2A. The delivery of sand is anticipated to be completed the 1st week of October 2018.

Topsoil delivery and placement within Phase 2A will commence in early October.

The timber for the submerged crib structure should start be delivered the 1st few weeks of October.

Runway 14/32 and the seaplane base remain open for use.

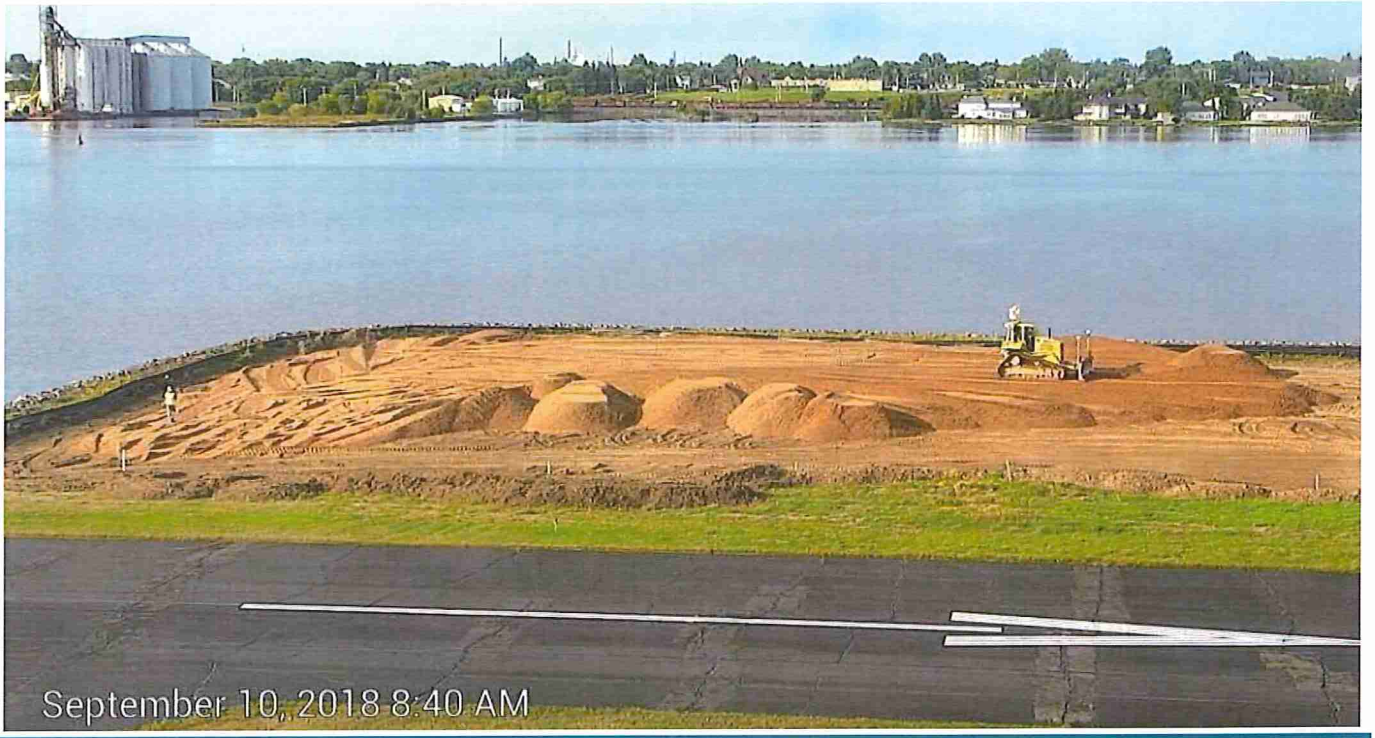
SKY HARBOR AIRPORT PROJECT

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

SKY HARBOR RUNWAY RELOCATION NEWSLETTER

AVIATION SAFETY AND ENVIRONMENTAL PRESERVATION

SEPTEMBER 2018 – VOLUME 8



SEH

NEW BUSINESS

VII A

Resolution to approve the 2019 Rates & Charges Addendum

OVERVIEW:

The following changes to the rates & charges addendum are recommended to be made for the below reasons:

- Passenger Terminal Fees: We have updated the Rates & Charges Model for airline agreements (pending) to be a single, blended rate. This removes some of the confusion in calculations.
    - Removed Preferential Type 1 Space – Premium Finish, Joint Use Type 2 Space – Base Finish (including electrical surcharge), Joint Use Type 3 Space – Limited Finish.
    - Added an Airline Leased Premises rate which is blended.
    - Added a "Non-Airline Terminal Tenant" rate for other terminal tenants, which has remained the same from 2018.

- Changed the Transient Landing Fee from $.85 to $.89 per Don Monaco's recommendation. This rate is charged by Monaco for all tech-stops.

- Removed the Signatory Per Use Fee – We do not charge signatory carriers per use. The non-signatory per use fee will continue to be charged for all charter operations by Monaco and remitted to the DAA.

- Non-Signatory Per Use Fee – Updated based on Rates & Charges & increased by same percentage as that of other airline rental fees.

- Updated Non-Terminal FBO Charged Aircraft Parking Fees per Don Monaco's recommendations.

- Added Exclusive Use Cargo Ramp Fee to provide basis for these types of fees going forward.

- Updated the East T-Hangar rate to match West T-Hangar Rate. East T-Hangars have historically been cheaper, although in better condition.

- Increased East Ranch Hangar rate by $20 monthly to meet demand. We have a waiting list for this space.

- Updated the Corporate Garage Permit Fee: This rate had been less than in the old terminal space. We have a waiting list for spaces.

- Increased Transportation Network Company Permit Fee as well as Per Trip Fee to be consistent with that of other like airports.

- Removed Finger Printing Fee as we now have a fingerprinting machine and do not need to use a 3rd party.

Prepared by: Joelle Bodin, Finance Director

DULUTH INTERNATIONAL AIRPORT

2019 Rates and Charges Addendum

Effective January 1st, 2019 - Adopted October 16th, 2018

Passenger Terminal Fees (Per Square Foot)	Airline Leased Premises		$21.97
	Non-Airline Terminal Tenant Rate (Reference Per Agreement)		$39.88
Aircraft Landing Fee (Per 1,000 lbs MGLW)	Signatory Carrier		$1.98
	Non-Signatory Carriers (125% more)		$2.48
	Transient		$0.89
	FBO Tenant		$0.00
Per Use Fee	Non-Signatory Carriers (125% more)		$297.00
International Arrivals Facility Per Use Fee	Less than 50,000 lbs. MGLW		$50.00
	50,001-175,000 lbs. MGLW		$150.00
	175,001 lbs. MGLW and above		$250.00
Commercial Aeronautical Application Fee	Per application fee for commercial aeronautical operations		$100.00
Terminal Ramp Aircraft Parking Fees	Signatory Carrier		$0.00
Non-Terminal FBO Charged Aircraft Parking Fees (Per 1,000 lbs MGLW)	Category by MGLW (lbs.)	Per Night (24 hour period)	Per Month (Calendar)
	12,499 & Under	$14.00	$112.00
	12,500 - 49,999	$58.00	$464.00
	50,000 - 99,999	$115.00	$920.00
	100,000 & Over	$236.00	$1,888.00
Exclusive Use Cargo Ramp Fee			Per Month (Calendar)
			$1,549.68
Passenger Facility Charge (PFC)	$4.50 Per enplaned commercial passenger, Per FAA Approved PFC Application		
DAA Owned Hangar Rental Rates (Per Each)	West T-Hangars		$175.00
	East T-Hangars		$175.00
	East Ranch Hangars		$225.00
	Other	Set by Lease Agreement	
Fuel Flowage Fee (Fee Per Gallon)	FBO Charged In-to Plane Fee (Per Operator Agreement)		$0.03
	FBO Charged Aviation, Heating & Auto Fuel Fee (Per Operator Agreement)		$0.09
	Fee Per Gallon - Other Airport Operator	Set by Operator Agreement	
Parking Fees & Permits (Includes Tax)	0-1 Hour		$3.00
	1-2 Hours		$5.00
	2-6 Hours		$9.00
	6-24 Hours (Daily)		$13.00
	Weekly		$78.00
	Corporate Surface Permit (Annual)		$1,200.00
	Corporate Garage Permit (Annual)		$2,000.00
	Airport Employee Tenant Permit (Annual)		$96.00
	Airline Crew Overnight Permit (Monthly or Annual)	$51.00	$612.00

Commercial Vehicle Fees & Permits (Includes Tax)	Taxi/Limo/Shuttle Permit (Annual)		$200.00	Per Each Vehicle
	Transportation Network Company Permit (Annual)		$1,500.00	Per Company
	Transportation Network Company Per Trip Fee		$3.00	Per Pick- Up & Drop Off
Ground & Commercial Vehicle Violations	Airport Employee Parking Violation			TBD
	Commercial Vehicle Violation			$100.00
Conference Room/Space Rates & Fees (20% Discount for Airport Airport Terminal Tenants)	Room/Space	0-2 Hours	2-4 Hours	4-8 Hours
	2nd Floor Mezzanine	$200.00	$250.00	$350.00
	2nd Floor Conference Room - Room 250	$50.00	$75.00	$100.00
	3rd Floor Conference Room - Amatuzio A	$100.00	$150.00	$200.00
	3rd Floor Conference Room - Amatuzio B	$75.00	$150.00	$200.00
	3rd Floor Conference Room - Amatuzio C	$75.00	$150.00	$200.00
	3rd Floor Conference Room - Amatuzio A&B	$125.00	$175.00	$250.00
	3rd Floor Conference Room - Amatuzio B&C	$125.00	$175.00	$250.00
	3rd Floor Conference Room - Amatuzio A,B,C	$150.00	$200.00	$300.00
	Projector, Laptop, IT	$25.00	$50.00	$75.00
Badging Fees (All Fees to be paid regardless of whether badge is issued)	SIDA & Sterile Badge			$200.00
	AOA Badge			$125.00
	Landside Badge			$65.00
	AOA Renewal			$65.00
	SIDA & Sterile Renewal			$115.00
	AOA Renewal (Past Expiration)			$125.00
	SIDA Renewal (Past Expiration)			$175.00
	Incomplete			$100.00
	Lost or Non-Returned Badge			$125.00
	Construction Badge Additional Handling Fee			$50.00
SIDA Violations	1) First Offense - $50.00 and retraining			
	2) Second Offense - $100.00, 10-day SIDA badge suspension and retraining			
	3) Third Offense - SIDA badge revocation (for a minimum of twelve months)			
	DAA reserves the right to revoke SIDA badge and not reissue based on violation investigation			
Airport Car Rental Customer Facility Charge (CFC)	Rental Car Transaction Per Day Charge for up to Maximum of 4 Days			$4.00

VII B

SKY HARBOR AIRPORT

2019 Rates & Charges
Effective January 1st, 2019 - Adopted October 16th, 2018

Fuel Price	To be determined by airport manager based on per load cost and published on the airport website, airnav website, and 100LL.com		
Fuel Discounts Discounts may not be stacked	Transient with 50 gallon or greater purchase	$0.10	per gallon
	Prepaid volume purchases ($500 minimum payments)	$0.25	per gallon
	Tenants with Operator Agreement	$0.15	per gallon
	Tenants with Land Lease or Hangar Agreement	$0.40	per gallon
Tie-down	For 1 to 3 night stay (waived with min. fuel purchase of 10 gallons)	$5.00	per night
	For a 4 to 9 night stay	$15.00	per week
	For a 10 to 16 night stay	$30.00	per half month
	For a 17+ night stay	$60.00	per month
	For a six month season	$300.00	per six month season
	Contact Jonathan Aero for aircraft maintenance parking.		
Hangar 1 Storage Fee	Price per agreement with Airport		
Float Storage	Contact Jonathan Aero for float storage pricing		
Overnight Vehicle Parking	See airport manager for long-term parking costs and details		
Land Lease	Price per agreement with Airport		

Additional Information

Payment Instructions	- Make checks payable to **Duluth Airport Authority** - Place payment in bin on airport manager's office door (envelopes provided in bin) - Payments may also be sent to: 4701 Grinden Drive, Duluth, MN 55811		
Contacts for Questions	Airport Manager - Brian Madsen	218-733-0078	bmadsen@duluthairport.com
	Maintenance Parking/Float Storage - Jonathan Aero	218-269-2433	jonathanaero4@gmail.com

VII C

2019 Budget Assumptions

MAJOR TAKE AWAYS

- Our expected annual debt service in 2019 for all of our long-term debts is $1.35M.
- The revenue side of this budget is conservative. The majority of revenues are based on 3 year averages, taking in to consideration the passenger trends of the last year as well as stable and known revenue sources.
- Airline rates were adjusted only to the extent that it would provide a $50k positive variance to the budget.
- The expense side of the budget is aggressive. We are forced to decrease our operating costs to be within the parameters of our conservative revenue estimates.

OPERATING REVENUE

Non-Aeronautical Revenue:

- Concessions, Customer Facility Charges, Misc. Revenues based on last year of trend data.
- Assumes we will acquire a $15k sponsorship.
- Parking: Assumed no change in rates. Trend of last half of 2017 and first half of 2018 as baseline for projection.

Non-Passenger Aeronautical Revenue:

- Landing Fees, concessions, etc. used trend of last half of 2017 and first half of 2018 as baseline for projection.

Passenger Airline Aeronautical Revenue:

- Proposed increases in rates to re-coup few lost revenue sources and cover mild increases in expenses due mostly to CPI adjustments in contracts, wages, etc. Other revenues generally offset airline revenue needs.

All Rents:

- Viewed each agreement separately to determine actual contracted rental revenue per agreement.

All Concessions:

- Projecting similar activity as second half of 2017 and first half of 2018.

OPERATING EXPENSES

Central Services/City Admin Fee:

- Assumed an increase on current annual fee of about 4k, based on previous conversations from city personnel and city department use audit.

Personnel Compensation & Benefits:

- Assumed Actual Wages after Step Increases with 2% wage increases for all CBA & Management employees.
- Assumed addition of a full-time business development manager position.
- $115,000 allocated for temp wages across all departments.
- Assumed a 15% increase in health benefit costs. Actual increase will be approved at Oct. JPE meeting.
- Work comp benefit payments as well as increasing insurance premiums are included in this figure.

Utilities:

- Assumed similar usage to last year, with mild CPI for larger building utility expenses.

Professional Services:

- Evaluated and determined necessary services for 2019. This includes an adjustment in Trillion Aviation's scope.

Customer Service:

- Includes Thanks Again operating costs and prepaid comps.

Travel/Training:

- Estimated potential travel & training opportunities.

All Other: Based on last year as well as historical trends.

SKY HARBOR:

Sky Harbor Revenues: Trends and averages from previous three years

- Land/Field Rent: Trends & 2018 actuals
- Concessions: Estimated based on current activity
- Av Gas Sales: Projected to be similar to current and previous year sales.
- Hangar Rental: Based on current rent.
- State Aid M&O: Based on current grant

Sky Harbor Expenses: Based on trends and averages from previous three years

- COGS: Aviation gas cost is around 81% of the total sales.
- Fuel Sales at Sky Harbor – based on current and expected activity.

LONG-TERM LIABILITIES:

- We currently have three loans from the City which were funded with a GO Bond issuance.
    - The first was for terminal/parking structure expenses and has a payback to the city using PFCs, CFCs and DAA operating dollars.
        - Over 50% of our current annual collections of PFCs and CFCs are used to pay this debt service, leaving less than 50% for our upcoming projects.
        - This is a 15 year loan, which goes through 2026.
    - The second was to fund our parking structure and has a payback using parking lot revenues.
        - At EOY we must use our parking revenues, less expenses, and deduct $800,000 which is dedicated to previous airport operations.
        - What's left is used to pay our debt service and then 80% will be deposited in to a contingency fund at the city to make future payments if necessary.
        - This is a 15 year loan, which goes through 2027.
    - The third loan funded renovations to LSC's Center for Advanced Aviation. Rent revenues pay the annual debt service plus 5% over levy.
        - This is a 15 year loan, which goes through 2030.
- DEDA MIF Loan Payment of $26,666.64 per year until 2021 and remedied soil conditions.
- NCA Payment of $75,000 per year until this year, June 2019 to buyout previous FBO.
- Our expected annual debt service for 2019 for all of our long-term debts is over $1.35M.

Duluth Airport Authority

2019 ANNUAL BUDGET

Financial Row	Proposed Annual Budget 2019
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	$16,800
Concession Revenue	
ATM	$775
Car Rental Concession	$461,000
Food & Beverage Concession	**$68,000**
Parking	$1,060,000
Services/Other	$600
TNC Per Trip Fee	$8,275
Vending	$4,835
Total - Concession Revenue	**$1,603,485**
Customer Facility Charges	$268,000
Miscellaneous Revenues	**$66,200**
Parking	**$125,614**
Permits	**$9,000**
Plowing Services	$10,000
Reimbursed Expenses	**$28,500**
Rent	**$155,092**
Sponsorship Income	$65,000
State Aid	**$304,117**
Total - Non-Aeronautical Revenue	**$2,651,808**
Non-Passenger Aeronautical Revenue	
Aviation Gas	$74,000
Concession Revenue	
Flight Training/Tour Operations	$9,780
Fuel Flowage Fees	**$87,125**
Hangar Rent	$4,275
Landing Fees	$19,800
Mechanic	$2,071
Misc Sales/Other	$4,170
Per Turn Fees	$7,875
Total - Concession Revenue	**$135,096**
Event Income	$30,500
Landing Fees	**$28,710**
Ramp Fees	$5,280
Rent	**$1,140,952**
Security Reimbursement	$90,000
Tie Downs	$6,200
Total - Non-Passenger Aeronautical Revenue	**$1,510,738**
Passenger Airline Aeronautical Revenue	
Landing Fees	**$312,295**
Terminal Office/Space Rental	$1,095,491
Total - Passenger Airline Aeronautical Revenue	**$1,407,786**
Total - Income	**$5,570,332**
Gross Profit	**$5,570,332**

Expense	
Miscellaneous Expenses	**$29,625**
Personnel Compensation & Benefits	**$2,210,849**
Services and Charges	
Advertising	**$2,000**
Badging	$9,500
Central Services Fee	$50,000
Communications & Technology	**$105,710**
Employee Development Services	**$25,850**
Employee Physicals	$1,930
Finance Charge	$0
Hangar Management Fee	$0
Insurance	**$67,545**
Marketing	**$145,170**
Professional Services	**$317,000**
Rentals	**$9,980**
Repairs and Maintenance - Contractual/Services	**$397,395**
Sponsorship Expenses	$10,500
Transportation	**$5,150**
Utility Services	**$466,643**
Total - Services and Charges	**$1,614,373**
Supplies	
Merchandise for Resale	**$60,000**
Office Supplies	**$21,650**
Operating Supplies	**$129,860**
Repairs & Maintenance Supplies	**$249,925**
Total - Supplies	**$461,435**
Total - Expense	**$4,316,282**
Net Ordinary Income	**$1,254,050**
Other Income and Expenses	
Other Income	
Non-Operating Revenue	
Gain/Loss on Asset Disposal	$0
Interest Income	$25,500
Passenger Facility Charges	$498,500
Total - Non-Operating Revenue	**$524,000**
Total - Other Income	**$524,000**
Other Expense	
Non-Operating Expense	
Interest Expense	**$379,834**
Total - Non-Operating Expense	**$379,834**
Total - Other Expense	**$379,834**
Net Other Income	**$144,166**
Net Income Exclusive of Project Expenses, Depreciation & Amortization	**$1,398,216**
Projects/Grants	
Contributed Capital	
Other	$0
Total - Contributed Capital	**$0**
Grants	
Federal Grants	$14,963,298
State Grant	$3,280,608
Total - Grants	**$18,243,905**
Total - Capital Contributions	**$18,243,905**
Total - Projects/Grants	**$18,243,905**
Capital Improvement Costs	**$18,293,905**
Loan Principal	**$972,578**
CFC's Reserved for Approved Projects	**$75,319**
PFCs Dedicated to Past Debts	**$175,319**
Coverage for Hangar 103 Amortization	**$75,000**
Positive (Negative) Budget Variance	**$50,000**
Depreciation & Amortization	
Amortization Expense	**($241,531)**
Depreciation	**($9,347,278)**
Total - Depreciation & Amortization	**($9,588,809)**

2019 Long-Term Liability Analysis

	City Loan 1 (Bonding)				City Loan 2 (Bonding)	DEDA Amort	NCA Loan	City Loan (Bonding)	Ttl Ann. LT Liab.	Notes
	CFC	PFC	DAA	Total	Parking Revenues	0%	8.85%	LSC Rents		
2012	192,681.26	321,781.26	107,518.76	621,981.28	-	26,666.64	75,000.00		723,647.92	City Loan payments are made 12/1 and/or 6/15 of each year
2013	189,981.26	322,281.26	111,018.76	623,281.28	-	26,666.64	75,000.00		724,947.92	City Loan payments are made 12/1 and/or 6/15 of each year
2014	192,281.26	322,681.26	109,418.76	624,381.28	115,718.04	26,666.64	75,000.00		841,765.96	City Loan payments are made 12/1 and/or 6/15 of each year
2015	194,481.26	322,981.26	107,818.76	625,281.28	338,981.26	26,666.64	75,000.00		1,065,929.18	City Loan payments are made 12/1 and/or 6/15 of each year
2016	191,581.26	323,181.26	106,218.76	620,981.28	340,571.26	26,666.64	75,000.00	242,752.33	1,305,971.51	City Loan payments are made 12/1 and/or 6/15 of each year
2017	193,681.26	323,281.26	109,618.76	626,581.28	336,071.26	26,666.64	75,000.00	247,137.50	1,311,456.68	City Loan payments are made 12/1 and/or 6/15 of each year
2018	190,681.26	323,281.26	107,918.76	621,881.28	335,446.26	26,666.64	75,000.00	247,337.50	1,306,331.68	City Loan payments are made 12/1 and/or 6/15 of each year
2019	192,681.26	323,181.26	106,218.76	622,081.28	338,776.26	26,666.64	37,500.00	247,387.50	1,272,411.68	City Loan payments are made 12/1 and/or 6/15 of each year
2020	194,193.76	322,331.26	109,306.26	625,831.28	336,336.26	26,666.64	-	247,287.50	1,236,121.68	City Loan payments are made 12/1 and/or 6/15 of each year
2021	195,393.76	326,037.50	107,168.76	628,600.02	338,006.26	2,222.62	-	247,037.50	1,215,866.40	City Loan payments are made 12/1 and/or 6/15 of each year
2022	191,268.76	324,162.50	109,918.76	625,350.02	338,443.76	-	-	246,637.50	1,210,431.28	City Loan payments are made 12/1 and/or 6/15 of each year
2023	191,937.50	321,812.50	107,425.00	621,175.00	338,108.76	-	-	246,087.50	1,205,371.26	City Loan payments are made 12/1 and/or 6/15 of each year
2024	192,050.00	323,618.76	109,693.76	625,362.52	336,971.26	-	-	245,387.50	1,207,721.28	City Loan payments are made 12/1 and/or 6/15 of each year
2025	191,800.00	324,768.76	111,693.76	628,262.52	340,143.76	-	-	244,537.50	1,212,943.78	City Loan payments are made 12/1 and/or 6/15 of each year
2026	196,175.00	325,237.50	108,412.50	629,825.00	337,393.76	-	-	243,437.50	1,210,656.26	City Loan payments are made 12/1 and/or 6/15 of each year
2027					339,218.76			246,877.50	586,096.26	City Loan payments are made 12/1 and/or 6/15 of each year
2028								244,675.00	244,675.00	City Loan payments are made 12/1 and/or 6/15 of each year
2029								246,975.00	246,975.00	City Loan payments are made 12/1 and/or 6/15 of each year
2030								243,695.00	243,695.00	City Loan payments are made 12/1 and/or 6/15 of each year

VII D

RESOLUTION AUTHORIZING APPLICATION FOR A STATE CONDITIONAL USE DEED FOR TAX-FORFEITED LAND

RESOLVED, that the Duluth Airport Authority does hereby authorize application for a state conditional use deed for tax-forfeited property located at the Duluth International Airport, St. Louis County, Minnesota, and legally described as follows:

Parcel ID: 395-0010-00465.
Legal Description: S 1/2 of N 1/2 of S 1/2 of SW 1/4 of NW 1/4 and S 1/2 of S 1/2 of SW 1/4 of NW 1/4 Except highway right of way, Section 3, Township 50 North of Range 15, except the South 200 feet thereof

Approved by the Duluth Economic Development Authority this 16th day of October, 2018.

VII E

Duluth Airport Authority
DAA Board Packet Budget vs. Actual
From Jan 2018 to Aug 2018
Unaudited

Financial Row	Prior Year Actual (Jan 2017 - Aug 2017)	Current Year Actual (Jan 2018 - Aug 2018)	Budget Amount (Jan 2018 - Aug 2018)	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2018 - Adjust 2018)
Ordinary Income/Expense						
Income						
Non-Aeronautical Revenue	$1,636,537.95	$1,793,108.83	$1,576,477.38	$156,570.88	$216,631.45	$2,570,299.10
Non-Passenger Aeronautical Revenue	$1,111,513.25	$1,073,664.43	$1,011,504.57	($37,848.82)	$62,159.86	$1,517,676.97
Passenger Airline Aeronautical Revenue	$685,724.14	$824,421.86	$830,293.00	$138,697.72	($5,871.14)	$1,243,501.00
Total - Income	$3,433,775.34	$3,691,195.12	$3,418,274.95	$257,419.78	$272,920.17	$5,331,477.07
Gross Profit	$3,433,775.34	$3,691,195.12	$3,418,274.95	$257,419.78	$272,920.17	$5,331,477.07
Expense						
Miscellaneous Expenses	$13,724.13	$15,153.67	$18,498.64	$1,429.54	($3,344.97)	$27,549.96
Personnel Compensation & Benefits	$1,243,460.39	$1,266,103.24	$1,344,880.02	$22,642.85	($78,776.78)	$2,058,343.06
Services and Charges	$1,085,161.51	$1,202,462.36	$1,070,244.39	$117,300.85	$132,217.97	$1,590,565.29
Supplies	$271,396.66	$330,392.44	$282,524.28	$58,995.78	$47,868.16	$440,600.08
Total - Expense	$2,613,742.69	$2,814,111.71	$2,716,147.33	$200,369.02	$97,964.38	$4,117,058.39
Net Ordinary Income	$820,032.65	$877,083.41	$702,127.62	$57,050.76	$174,955.79	$1,214,418.68
Other Income and Expenses						
Other Income						
Non-Operating Revenue	$361,416.00	$409,400.81	$338,900.00	$47,984.81	$70,500.81	$488,100.00
Total - Other Income	$361,416.00	$409,400.81	$338,900.00	$47,984.81	$70,500.81	$488,100.00
Other Expense						
Non-Operating Expense	$235,368.96	$221,479.28	$271,562.64	($13,889.68)	($50,083.36)	$407,343.84
Total - Other Expense	$235,368.96	$221,479.28	$271,562.64	($13,889.68)	($50,083.36)	$407,343.84
Net Other Income	$126,047.04	$187,921.53	$67,337.36	$61,874.49	$120,584.17	$80,756.16
Net Income Exclusive of Project Expenses, Depreciation & Amortization	$946,079.69	$1,065,004.94	$769,464.98	$118,925.25	$295,539.96	$1,295,174.84
Projects/Grants	$266,613.09	$1,311,277.24	$9,479,666.72	$1,044,664.15	($8,168,389.48)	$14,219,500.08
Depreciation & Amortization	($6,370,609.56)	($24,262.40)	($6,427,939.28)	$6,346,347.16	$6,403,676.88	($9,641,908.92)
Net Income	($5,157,916.78)	$2,352,019.78	$3,821,192.42	$7,509,936.56	($1,469,172.64)	$5,872,766.00

* This report is based on an allocated budget, which is seasonally adjusted. At this time the DAA is at a positive variance of over 295k.
* The results of this report are expected to change slightly with adjustments as delays in receipt of invoices occurs from time to time.
* Revenue's largest variances from budget come from concession revenues, such as parking, car rental and other FBO and operator concessions & CFCs. Revenue is nearly 273k over budget.
* Expense's largest variance from budget comes from reduced personnel compensation and benefits and increased repairs and maintenance expenses and supplies. Services and charges is 132k over budget due to insurance roof repairs on the SRE. Supplies is also over budget by nearly 48k, mostly due to some energy saving electrical upgrades. Expenses are nearly 175k over budget.
* Non operating revenue is up by 70.5k which is due to increased PFCs related to passenger traffic increased interest revenue by maintaining larger reserve funds.
* Non operating expenses is 50+k below budget due to reduced interest expenses. We have used the line of credit very minimally and have used our cash balances to cash flow during high construction periods.

Duluth Airport Authority

Balance Sheet

End of Aug 2018

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
Petty Cash	$70.90
Pooled Cash - City Balance	$3,854,403.21
Total Bank	$3,854,474.11
Accounts Receivable	
Accounts Receivable - Restricted PFC	$98,115.51
Accounts Receivable Billed	$678,867.85
Total Accounts Receivable	$776,983.36
Other Current Asset	
Inventory Assets	$26,812.06
Prepaid Items	$90,200.94
Total Other Current Asset	$117,013.00
Total Current Assets	$4,748,470.47
Fixed Assets	$126,917,614.32
Other Assets	
Accumulated Amortization	($1,299,894.66)
Airport Planning Projects - Contributed	$2,223,950.52
Airport Planning Projects - Invested	$400,003.05
Deferred Outflows	$571,852.00
Lease Buyout Costs	$33,360.15
Total Other Assets	$1,929,271.06
Total ASSETS	$133,595,355.85
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	
Accounts Payable	$113,065.24
Contracts Payable	$4,403,659.04
Total Accounts Payable	$4,516,724.28
Credit Card	$2,057.40
Other Current Liability	
Accrued Interest	172,492.53
Accrued Sales Taxes Payable - All	($7.90)
Accrued Vacation	$111,981.58
Deferred Inflows	$433,590.00
Loans Payable - DEDA MIF	$26,666.64
Loans Payable to City of Duluth	$10,190,000.00
Revenue Note Payable - FBO Acquisition	$34,389.22
Unearned Revenue - Current	$500.00
Unearned Revenue - Non Current	$413,287.80
Total Other Current Liability	11,382,899.87
Total Current Liabilities	15,901,681.55
Long Term Liabilities	
LT Loans Payable - DEDA MIF	$37,778.14
LT Revenue Note Payable FBO Acquisition	$35,910.92
Net Other Postemployment Benefits Liability	$1,439,444.19
Net Pension Liability	$1,295,939.00
Total Long Term Liabilities	$2,809,072.25
Equity	
Contributed Equity	$16,621,668.70
Retained Earnings	$95,910,913.57
Net Income	2,352,019.78
Total Equity	114,884,602.05
Total LIABILITIES & EQUITY	133,595,355.85

Duluth Airport Authority

Income Statement

From Jan 2018 to Aug 2018

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	$9,250.00
Concession Revenue	
ATM	$535.00
Car Rental Concession	$358,746.46
Food & Beverage Concession	$49,754.00
Parking	$723,130.39
Services/Other	$400.00
TNC Per Trip Fee	$6,890.00
Vending	$4,548.45
Total - Concession Revenue	$1,144,004.30
Customer Facility Charges	$197,968.00
Miscellaneous Revenues	107,352.76
Parking	$110,236.10
Permits	$7,935.35
Plowing Services	$6,750.00
Reimbursed Expenses	30,390.47
Rent	$95,110.00
Sponsorship Income	$50,000.00
State Aid	$34,111.85
Total - Non-Aeronautical Revenue	1,793,108.83
Non-Passenger Aeronautical Revenue	
Aviation Gas	$62,698.07
Concession Revenue	
Flight Training/Tour Operations	$7,721.55
Fuel Flowage Fees	$62,718.81
Hangar Rent	$3,048.00
Landing Fees	$18,189.02
Mechanic	$644.34
Misc Sales/Other	$3,483.74
Per Turn Fees	$6,562.50
Total - Concession Revenue	$102,367.96
Event Income	$34,016.44
Landing Fees	$27,827.30
Ramp Fees	$12,397.44
Rent	766,169.18
Security Reimbursement	$64,783.04
Tie Downs	$3,405.00
Total - Non-Passenger Aeronautical Revenue	1,073,664.43
Passenger Airline Aeronautical Revenue	
Landing Fees	$218,788.54
Terminal Office/Space Rental	$605,633.32
Total - Passenger Airline Aeronautical Revenue	$824,421.86
Total - Income	3,691,195.12
Gross Profit	3,691,195.12
Expense	
Amortization Expense	$24,262.40
Miscellaneous Expenses	
Miscellaneous Expenses	$677.10
Licenses & Taxes	$2,571.17
Memberships, Dues & Subscriptions	$868.58
Transaction Fees	$11,036.82
Total - Miscellaneous Expenses	15,153.67
Personnel Compensation & Benefits	1,266,103.24

Financial Row	Amount
Services and Charges	
Advertising	$505.49
Badging	$5,700.00
Central Services Fee	$30,133.28
Communications & Technology	$72,689.49
Employee Development Services	$23,733.76
Employee Physicals	$230.00
Finance Charge	$8.46
Insurance	$41,777.12
Marketing	110,402.51
Professional Services	
Air Service Development Consulting	$24,168.36
Auditing & Accounting Services	$31,987.00
Business Services Consulting	$21,730.44
Contract Security	$121,613.41
Security Coordinator Consulting	$25,674.00
Total - Professional Services	$225,173.21
Rentals	$7,712.66
Repairs and Maintenance - Contractual/Services	366,228.39
Sponsorship Expenses	$615.00
Transportation	$3,285.83
Utility Services	
Electric	$208,312.08
Fuel Oil	$1,573.75
Natural Gas	$43,047.84
Propane	$1,020.89
Refuse Disposal	$22,969.86
Storm Water	$28,466.60
Water	$8,876.14
Total - Utility Services	$314,267.16
Total - Services and Charges	1,202,462.36
Supplies	
Merchandise for Resale	$51,981.19
Office Supplies	$16,455.46
Operating Supplies	$87,144.52
Repairs & Maintenance Supplies	174,811.27
Total - Supplies	330,392.44
Total - Expense	2,838,374.11
Net Ordinary Income	852,821.01
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	$1,311,277.24
Total - Capital Contributions	$1,311,277.24
Non-Operating Revenue	
Interest Income	$32,434.00
Passenger Facility Charges	$376,966.81
Total - Non-Operating Revenue	$409,400.81
Total - Other Income	$1,720,678.05
Other Expense	
Non-Operating Expense	
Interest Expense	$221,479.28
Total - Non-Operating Expense	$221,479.28
Total - Other Expense	$221,479.28
Net Other Income	$1,499,198.77
Net Income	2,352,019.78

Duluth Airport Authority

Duluth A/R Aging Report

As of October 9, 2018

Filters: Transaction Type (equal to Invoice, Payment, Credit Memo)

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	9/9/2018 - 10/8/2018 (30)	8/10/2018 - 9/8/2018 (60)	7/11/2018 - 8/9/2018 (90)	BEFORE 7/11/2018 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	*Open Balance*
Abateco, Inc.	Invoice	9/25/2018	4002	10/25/2018	14	$0.00	$1,803.07	$0.00	$0.00	$0.00	$1,803.07
Avis Rent A Car	Invoice	10/1/2018	4017	10/31/2018	8	$0.00	$1,929.77	$0.00	$0.00	$0.00	$1,929.77
Bellamy Bill						$0.00	$629.02	$0.00	$584.17	$0.00	$1,213.19
BKR Investments DBA Duluth Pack						$0.00	$250.00	$250.00	$0.00	$0.00	$500.00
Brown, James	Invoice	10/1/2018	4047	10/31/2018	8	$0.00	$229.92	$0.00	$0.00	$0.00	$229.92
Budget Rent A Car	Invoice	10/1/2018	4018	10/31/2018	8	$0.00	$1,230.57	$0.00	$0.00	$0.00	$1,230.57
Churchill, Sean						$0.00	$193.56	$193.56	$0.00	$0.00	$387.12
Cirrus Design Corporation						$0.00	$22,324.67	$22,309.12	$22,150.79	$3,157.33	$69,941.91
City of Duluth						$0.00	$1,581.14	$1,548.61	$0.00	$0.00	$3,129.75
Civil Air Patrol						$0.00	$0.00	$0.00	$0.00	$145.29	$145.29
Compudyne						$0.00	$28.30	$28.30	$0.00	$0.00	$56.60
Cotter/Luck	Invoice	9/4/2018	3940	10/4/2018	35	$0.00	$0.00	$1,752.64	$0.00	$0.00	$1,752.64
Delta Airlines						($10,196.42)	$60,113.18	$0.00	$0.00	$0.00	$49,916.76
Divine Carriers	Invoice	10/1/2018	4034	10/31/2018	8	$0.00	$229.31	$0.00	$0.00	$0.00	$229.31
Duluth Economic Development Authority	Invoice	10/1/2018	4071	10/31/2018	8	$0.00	$35,704.00	$0.00	$0.00	$0.00	$35,704.00
Engstad, David						$0.00	$170.52	$170.52	$0.00	$0.00	$341.04
Enterprise Leasing Company	Invoice	5/8/2018	3429	6/7/2018	154	$0.00	$0.00	$0.00	$0.00	$6.00	$6.00
Federal Express Corporation						$0.00	$1,549.68	$1,894.68	$1,554.68	$6,198.72	$11,197.76
General Services Administration	Payment	5/11/2018	3039	5/11/2018	151	$0.00	$0.00	$0.00	$0.00	($1.04)	($1.04)
Goritchan Boris						$0.00	$0.00	$0.00	$0.00	$129.00	$129.00
Grimsbo, Gerald	Invoice	7/10/2018	3674	8/9/2018	91	$0.00	$0.00	$0.00	$0.00	$153.00	$153.00
GSSC						$0.00	$0.00	$250.00	$115.00	$0.00	$365.00
Hagberg, Rick	Invoice	10/1/2018	4058	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Hall John						$0.00	$267.10	$5.81	$0.00	$0.00	$272.91
Hatfield, Dan	Invoice	10/1/2018	4054	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Heimbach Ann	Invoice	7/26/2018	3770	8/25/2018	75	$0.00	$0.00	$0.00	$15.00	$0.00	$15.00
Hermantown Hydraulics						$0.00	$610.56	$610.56	$610.56	$2,107.96	$3,939.64
Hertz-Overland West	Invoice	10/1/2018	4024	10/31/2018	8	$0.00	$1,600.13	$0.00	$0.00	$0.00	$1,600.13
Hillman Colin	Invoice	9/25/2018	3998	10/25/2018	14	$0.00	$215.00	$0.00	$0.00	$0.00	$215.00
Hydro Solutions, Inc.						$0.00	$3,466.75	$0.00	$0.00	$44,048.59	$47,515.34

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	9/9/2018 - 10/8/2018 (30)	8/10/2018 - 9/8/2018 (60)	7/11/2018 - 8/9/2018 (90)	BEFORE 7/11/2018 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Iron Range Resources	Invoice	1/30/2018	2914	3/1/2018	252	$0.00	$0.00	$0.00	$0.00	$3,000.00	$3,000.00
Jeff Foster Trucking	Invoice	10/1/2018	4052	10/31/2018	8	$0.00	$229.92	$0.00	$0.00	$0.00	$229.92
Jelinski John						$0.00	$0.00	$0.00	$180.00	$390.00	$570.00
Johnson, Richard	Invoice	10/1/2018	4048	10/31/2018	8	$0.00	$400.44	$0.00	$0.00	$0.00	$400.44
Johnston, Paul	Invoice	10/1/2018	4063	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Lake Country Flightseeing						$0.00	$5,975.45	$0.00	$0.00	$0.00	$5,975.45
Lake Superior Aviation, LLP						$0.00	$705.98	$0.00	$0.00	$16.55	$722.53
Lake Superior College	Invoice	10/1/2018	4038	10/31/2018	8	$0.00	$33,775.67	$0.00	$0.00	$0.00	$33,775.67
Lake Superior Helicopters						$0.00	$941.04	$0.00	$0.00	$0.00	$941.04
Luck, Rick	Invoice	9/25/2018	4003	10/25/2018	14	$0.00	$251.20	$0.00	$0.00	$0.00	$251.20
M & M Light Transport	Invoice	10/1/2018	4056	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Malachi Israel						$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mark Marino						($550.00)	$0.00	$0.00	$0.00	$0.00	($550.00)
Minnesota Air National Guard						$0.00	$854.50	$854.50	$854.50	$11,108.50	$13,672.00
Minnesota Power	Invoice	10/1/2018	4029	10/31/2018	8	$0.00	$406.43	$0.00	$0.00	$0.00	$406.43
Monaco Air Duluth						$0.00	$5,499.42	$1,865.11	$0.00	$0.00	$7,364.53
Mountain Air Cargo						$0.00	$1,793.54	$2,241.92	$0.00	($275.18)	$3,760.28
Northland Constructors, Inc.	Invoice	10/1/2018	4032	10/31/2018	8	$0.00	$181.50	$0.00	$0.00	$0.00	$181.50
Oberfoell Auctioneers/Do-Bid.com						$0.00	($1,748.02)	($1,543.89)	$0.00	($817.00)	($4,108.91)
Opack Matthew Jr.	Invoice	10/1/2018	4065	10/31/2018	8	$0.00	$193.56	$0.00	$0.00	$0.00	$193.56
Palmer, John	Invoice	10/1/2018	4066	10/31/2018	8	$0.00	$193.56	$0.00	$0.00	$0.00	$193.56
Parthe, Lance						$0.00	$229.92	$229.92	$0.00	$0.00	$459.84
Payne, Robert	Invoice	10/1/2018	4046	10/31/2018	8	$0.00	$229.92	$0.00	$0.00	$0.00	$229.92
QMS, INC.	Invoice	10/1/2018	4033	10/31/2018	8	$0.00	$250.00	$0.00	$0.00	$0.00	$250.00
Rathbun, David	Invoice	10/1/2018	4057	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Reabe, Troy	Invoice	10/1/2018	4062	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
RS&H	Invoice	10/1/2018	4044	10/31/2018	8	$0.00	$2,029.72	$0.00	$0.00	$0.00	$2,029.72
Safstrom Jon	Invoice	7/10/2018	3677	8/9/2018	91	$0.00	$0.00	$0.00	$0.00	$153.00	$153.00
Security Jewelers						$0.00	$250.00	$250.00	$0.00	$0.00	$500.00
Siegel, Jerry	Invoice	10/1/2018	4051	10/31/2018	8	$0.00	$229.92	$0.00	$0.00	$0.00	$229.92
Skywest Airlines						$0.00	$9,772.16	$0.00	$0.00	$0.00	$9,772.16
Smith, Bradford	Invoice	10/1/2018	4070	10/31/2018	8	$0.00	$1,423.58	$0.00	$0.00	$0.00	$1,423.58
Stevens, Mike	Invoice	10/1/2018	4059	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Sydow Dan						$0.00	$229.92	$229.92	$229.92	$0.00	$689.76
Tahtinen, Frank	Invoice	10/1/2018	4061	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Transportation Security Administration	Invoice	9/27/2018	4016	10/27/2018	12	$0.00	$8,497.95	$0.00	$0.00	$0.00	$8,497.95

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	9/9/2018 - 10/8/2018 (30) Open Balance	8/10/2018 - 9/8/2018 (60) Open Balance	7/11/2018 - 8/9/2018 (90) Open Balance	BEFORE 7/11/2018 (>90) Open Balance	*TOTAL Open Balance*
United Airlines						$0.00	$21,077.83	$0.00	$0.00	$0.00	$21,077.83
Vosburgh, Michael	Invoice	4/16/2018	3329	5/16/2018	176	$0.00	$0.00	$0.00	$0.00	$15.00	$15.00
Williams, Ron	Invoice	10/1/2018	4055	10/31/2018	8	$0.00	$170.52	$0.00	$0.00	$0.00	$170.52
Total						**($10,746.42)**	**$229,536.04**	**$33,141.28**	**$26,294.62**	**$69,535.72**	**$347,761.24**

EXH G

DULUTH AIRLINE STATISTICS
ALL SCHEDULED AIRLINES

MONTH	ENPLANEMENTS 2016	2017	2018	DEPLANEMENTS 2016	2017	2018	TOTAL PASSENGERS 2016	2017	2018	2017/2018 PASS. INCREASE/DECREASE ORIG	% DIFF	TOTAL	% DIFF
JAN	8,897	9,026	8,797	8,192	8,029	7,939	17,089	17,055	16,736	(229)	(2.54)	(319)	(1.87)
FEB	9,179	8,974	8,453	8,725	8,556	7,875	17,904	17,530	16,328	(521)	(5.81)	(1,202)	(6.86)
MAR	11,015	11,053	11,915	11,043	10,613	11,824	22,058	21,666	23,739	862	7.80	2,073	9.57
APR	10,308	9,449	11,172	10,166	9,859	11,665	20,474	19,308	22,837	1,723	18.23	3,529	18.28
MAY	9,587	9,770	10,907	10,220	10,334	11,409	19,807	20,104	22,316	1,137	11.64	2,212	11.00
JUN	10,675	11,328	11,970	11,018	11,908	12,723	21,693	23,236	24,693	642	5.67	1,457	6.27
JUL	12,361	12,316	13,493	12,440	12,332	14,446	24,801	24,648	27,939	1,177	9.56	3,291	13.35
AUG	13,174	12,600	13,913	12,605	12,281	13,704	25,779	24,881	27,617	1,313	10.42	2,736	11.00
SEP	11,489	10,973	12,874	10,908	10,426	12,329	22,397	21,399	25,203	1,901	17.32	3,804	17.78
OCT	12,299	11,657	-	11,696	11,006	-	23,995	22,663	-				
NOV	9,419	9,038	-	9,304	8,627	-	18,723	17,665	-				
DEC	8,298	7,263	-	8,441	7,421	-	16,739	14,684	-				
TOTAL	126,701	123,447	103,494	124,758	121,392	103,914	251,459	244,839	207,408	8,005	8.03	17,581	8.72

TOTALS WITH CHARTER INCLUDED

Month	Enplanements 2016	2017	2018	Deplanements 2016	2017	2018	Total
JAN	9,188	9,163	9,100	8,483	8,166	8,465	17,565
FEB	9,287	9,235	8,556	8,833	8,817	7,978	16,534
MAR	11,060	11,053	12,222	11,088	10,690	11,968	24,190
APR	10,620	9,907	11,666	10,478	10,317	11,997	23,663
MAY	9,740	9,922	11,052	10,373	10,486	11,568	22,620
JUN	10,781	11,467	12,121	11,018	12,047	12,874	24,995
JUL	12,361	12,585	13,744	12,657	12,601	14,697	28,441
AUG	13,524	12,600	13,913	12,947	12,281	13,704	27,617
SEP	11,641	11,249	13,156	11,060	10,426	12,611	25,767
OCT	12,447	11,657	-	11,844	11,149	-	-
NOV	9,621	9,038	-	9,506	8,627	-	-
DEC	8,298	7,405	-	8,441	7,563	-	-
Total	128,568	125,281	105,530	126,728	123,170	105,862	211,392

DULUTH AIRLINE STATISTICS
DELTA AIRLINES

	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2017/2018 PASS. INCREASE/DECREASE			
MONTH	2016	2017	2018	2016	2017	2018	2016	2017	2018	ORIG	%DIFF	TOTAL	%DIFF
JAN	5,556	5,326	4,972	5,221	4,826	4,597	10,777	10,152	9,569	(354)	(6.65)	(583)	(5.74)
FEB	6,023	5,325	4,941	5,795	5,155	4,623	11,818	10,480	9,564	(384)	(7.21)	(916)	(8.74)
MAR	7,534	7,149	7,360	7,458	6,928	7,334	14,992	14,077	14,694	211	2.95	617	4.38
APR	6,940	6,072	6,606	6,689	6,308	6,688	13,629	12,380	13,294	534	8.79	914	7.38
MAY	6,082	6,168	6,717	6,498	6,668	6,857	12,580	12,836	13,574	549	8.90	738	5.75
JUN	6,660	6,825	6,780	6,765	7,115	7,000	13,425	13,940	13,780	(45)	(0.66)	(160)	(1.15)
JUL	7,580	7,300	7,225	7,427	7,381	7,989	15,007	14,681	15,214	(75)	(1.03)	533	3.63
AUG	8,098	7,399	7,751	7,500	7,225	7,679	15,598	14,624	15,430	352	4.76	806	5.51
SEP	6,717	6,419	6,634	6,253	6,092	6,560	12,970	12,511	13,194	215	3.35	683	5.46
OCT	7,909	7,209		7,418	6,785		15,327	13,994	-				
NOV	6,111	5,822		6,054	5,553		12,165	11,375	-				
DEC	5,182	4,709		5,287	4,857		10,469	9,566	-				
TOTAL	80,392	75,723	58,986	78,365	74,893	59,327	158,757	150,616	118,313	1,003	1.47	2,632	1.83

2018 ENPLANEMENTS			2018 DEPLANEMENTS		
Month	Non Rev	Revenue	Non Rev	Revenue	Total
JAN	287	4,685	315	4,282	9,569
FEB	263	4,678	249	4,374	9,564
MAR	429	6,931	483	6,851	14,694
APR	790	6,116	494	6,194	13,594
MAY	423	6,294	366	6,491	13,574
JUN	357	6,423	324	6,676	13,780
JUL	297	6,928	304	7,685	15,214
AUG	357	7,394	336	7,343	15,430
SEP	272	6,362	286	6,274	13,194
OCT					
NOV					
DEC					
Total	3,475	55,811	3,157	56,170	118,613

DULUTH AIRLINE STATISTICS
UNITED AIRLINES

	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2017/2018 PASS. INCREASE/DECREASE			
MONTH	2016	2017	2018	2016	2017	2018	2016	2017	2018	ORIG	%DIFF	TOTAL	%DIFF
JAN	3,341	3,700	3,825	2,971	3,203	3,342	6,312	6,903	7,167	125	3.38	264	3.82
FEB	3,156	3,649	3,512	2,930	3,401	3,252	6,086	7,050	6,764	(137)	(3.75)	(286)	(4.06)
MAR	3,481	3,904	4,555	3,585	3,685	4,490	7,066	7,589	9,045	651	16.68	1,456	19.19
APR	3,368	3,377	4,566	3,477	3,551	4,977	6,845	6,928	9,543	1,189	35.21	2,615	37.75
MAY	3,505	3,602	4,190	3,722	3,666	4,552	7,227	7,268	8,742	588	16.32	1,474	20.28
JUN	4,015	4,503	5,190	4,253	4,793	5,723	8,268	9,296	10,913	687	15.26	1,617	17.39
JUL	4,781	5,016	6,268	5,013	4,951	6,457	9,794	9,967	12,725	1,252	24.96	2,758	27.67
AUG	5,076	5,201	6,162	5,105	5,056	6,025	10,181	10,257	12,187	961	18.48	1,930	18.82
SEP	4,772	4,554	6,240	4,655	4,334	5,769	9,427	8,888	12,009	1,686	37.02	3,121	35.11
OCT	4,390	4,448		4,278	4,221		8,668	8,669	-				
NOV	3,308	3,216		3,250	3,074		6,558	6,290	-				
DEC	3,116	2,554		3,154	2,564		6,270	5,118	-				
TOTAL	46,309	47,724	44,508	46,393	46,499	44,587	92,702	94,223	89,095	7,002	18.17	14,949	19.55

	2018 Enplaned		2018 Deplaned		
Month	Non Rev	Revenue	Non Rev	Revenue	Total
JAN	107	3,718	95	3,247	7,167
FEB	65	3,447	58	3,194	6,764
MAR	146	4,409	138	4,352	9,045
APR	146	4,420	132	4,845	9,543
MAY	132	4,058	141	4,411	8,742
JUN	154	5,036	131	5,592	10,913
JUL	139	6,129	187	6,270	12,725
AUG	138	6,024	103	5,922	12,187
SEP	180	6,060	147	5,622	12,009
OCT					-
NOV					-
DEC					-
Total	1,207	43,301	1,132	43,455	89,095

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DULUTH AIRLINE STATISTICS
CHARTERS

MONTH	ENPLANEMENTS 2016	2017	2018	DEPLANEMENTS 2016	2017	2018	TOTAL PASSENGERS 2015	2016	2018	2017/2018 PASS. INCREASE/DECREASE ORIG	% DIFF	TOTAL	% DIFF
JAN	291	137	303	291	137	526	582	274	829	166	121.17	555	202.55
FEB	108	261	103	108	261	103	216	522	206	(158)	(60.54)	(316)	(60.54)
MAR	45	-	307	45	77	144	90	77	451	307	100.00	374	485.71
APR	312	458	494	312	458	332	624	916	826	36	7.86	(90)	(9.83)
MAY	153	152	145	153	152	159	306	304	304	(7)	(4.61)	-	-
JUN	106	139	151	-	139	151	106	278	302	12	8.63	24	8.63
JUL		269	251	217	269	251	217	538	502	(18)	(6.69)	(36)	(6.69)
AUG	350	-	-	342	-	-	692	-	-	-	-	-	-
SEP	152	276	282	152	-	282	304	276	564	6	2.17	288	104.35
OCT	148	-		148	143		296	143	-				
NOV	202	-		202	-		404	-	-				
DEC	-	142		-	142		-	284	-				
TOTAL	1,867	1,834	2,036	1,970	1,778	1,948	3,837	3,612	3,984	344	18.67	799	80.47

Month	ATLAS	SUN CO.	JET BLUE	VISION	Swift Air	Allegiant	Total
JAN		543			286		829
FEB		206					206
MAR		163			288		451
APR	167	659					826
MAY			14		290		304
JUN		302					302
JUL		288			214		502
AUG							-
SEP		274			290		564
OCT							
NOV							
DEC							
Total	167	2,435		-	1,368	-	3,984