DULUTH AIRPORT AUTHORITY
MEETING AGENDA
DECEMBER 17, 2019

AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

A Portion of this Meeting Will Be Closed for a Performance Evaluation of the Executive Director

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

A. Approval of November 19, 2019 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Cash Disbursement Sheets #23 and #24, 2019. Construction Fund Sheet #11, 2019.

IV *CORRESPONDENCE

A. November 21, 2019 DLH Vision 2040 Master Plan Newsletter.
B. November 24, 2019 Letter from Citizens Committee Environmental Concerns (CCEC) to Duluth Part 150 Study Administration Regarding Lack of Noise Complaint Line in Duluth and November 25, 2019 Reply Letter from DAA to CCEC.
C. December 2, 2019 E-Mail from Monaco Air Foundation with Summary of November 2019 Activities.
D. December 5, 2019 Monthly Duluth International Airport Tenant Operations Meeting Minutes.
E. Link for Metropolitan Airports Commission (MAC) Minutes -- https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx.

V OPPORTUNITY FOR PERSONS TO BE HEARD

VI OLD BUSINESS

None.

VII NEW BUSINESS

A. Meeting Closed to Evaluate the Performance of Executive Director, Mr. Tom Werner, Pursuant to Minn. Stat. 13D.05 subd.3 (a).
B. Regular Meeting Reconvened.

C. Summary of Board Conclusions Regarding Evaluation.
D. Resolution to Approve DAA Executive Director's 2020 Work Plan.
E. Resolution to Approve a One-Time Incentive Payment for the DAA Executive Director.
F. *October 2019 Financial Report.
G. *November 2019 Accounts Receivables.
H. *November 2019 Airline Statistics.

VIII DIRECTORS REPORTS

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

EXECUTIVE DIRECTORS REVIEW

DATE: December 17, 2019
TO: DAA Directors
FROM: Executive Director
SUBJECT: EXECUTIVE DIRECTORS REVIEW

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

AIR SERVICE

- 11.8% Increase in Passengers YTD
- 7.6% Increase in Delta Passengers YTD
- 2.1% Decrease in United/United Express Passengers YTD
- 3,462 American Passengers in November
- 1724 Landline Passengers in November
  - Landline Presentation

AIRFIELD OPERATIONS

- Airside
  - Master Plan Update
  - Part 150 Noise Study Update
  - Consultant RFQ
  - Localizer Project Update
    - Mark Ford and Bob Lender from FAA Tech-Ops
- Landside
  - Security IT RFP Update
- Sky Harbor
  - Runway Construction Update

BUSINESS/PROPERTY DEVELOPMENT

- AIR Grant Application

FINANCIAL UPDATE

- 2020 Budget Update

MARKETING UPDATE

- NSR

LEGISLATIVE UPDATE

- NSR

PRESENTATIONS/TOURS/TRAVEL RECAP

- AAAE CIP and Capital Financial Planning Workshop

OTHER

- Joint Zoning Board Update

Submitted by,

Thomas J. Werner, C.M.
Executive Director

MINUTES

DRAFT

MINUTES OF THE MEETING

DATE: November 19, 2019

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

DIRECTORS PRESENT: Anna Tanski
Todd Fedora
Don McIsaac
Richard Stewart
Kim Maki
Jeff Anderson

DIRECTORS ABSENT: Craig Fellman

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Joan Christensen, Assistant City Attorney
Natalie Peterson, Director of Communications & Marketing
Joelle Bodin, Director of Finance &Administration
Jana Kayser, Business Development Manager
Brian Madsen, Sky Harbor Manager
Kathy Leon, Confidential Bookkeeper
Benita Crow, SEH
Kaci Nowicki, SEH
Scott Sannes, SEH
Shawn McMahon, SEH
Don Monaco, Monaco Air Duluth
Peter DeSutter, AAR
Bill King, Cirrus Design

President Tanski welcomed everyone and called the meeting to order at 8:03 a.m. She presented and recognized Mr. Tom Werner, Executive Director, for his twenty years of service to this organization. She expressed the Board's appreciation for his leadership – it has helped impact the air service and economic development that serves this greater region; Mr. Werner was thanked for his hard work and service. She invited him to present on the Executive review.

EXECUTIVE DIRECTOR'S REVIEW:

Air Service: competition is good in this market, holding strong with an 11.6% passenger increase year to date (YTD); Delta had a healthy increase in capacity with a 6.1% YTD; United with a modest increase of .6%; American Airlines (AA) with a load factor of 64% -- meetings with AA network planning regarding performance of

routes and corporate sales stakeholder meetings have been well received. Landline passenger's numbers are the largest to date with 1,930 -- Landline representatives will present at next month's meeting.

- Airfield operations and development: Airside -- Mr. Werner invited Ms. Kaci Nowicki, SEH, to update on the Master Plan (MP) -- she briefed on the 3/21 conversations, meetings with stakeholders and planned advisory meetings; Part 150 noise study update -- noise monitoring and timeline for results, questions followed. Mr. Werner spoke on the engineer and architect design RFQ and timeline – orientation and airfield tour scheduled for November 26th. Landside -- terminal roof, meeting with all involved for an opportunity to talk about condition issues, future steps and process. Sky Harbor runway construction update – substantially complete, timeline for 2020 – questions followed.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, briefed on a Sky Harbor past due issue and planned actions.
- Financial Update: Ms. Joelle Bodin, Finance & Administration Director presented on the third quarter financials for DAA and Sky Harbor Airport, Mr. Werner detailed further. Ms. Bodin reviewed the 2020 budget timeline and the tentative language changes regarding the union agreement.
- Ms. Natalie Peterson, Director of Communications & Marketing, quick update – will be providing holiday cookies and offering chair massages, Sun Country voucher giveaways and an American Airlines giveaway at a UMD hockey game.
- Legislative: Mr. Werner reviewed the meeting with Congressman Stauber regarding PFC initiatives and other topics, good discussions.
- Presentations Recap: briefed on the Starbase ribbon cutting ceremony and the LSC/MSU aviation degree continuation program.
- Other: Joint Airport Zoning Board (JAZB) update – SEH presented on the 3/21 expansion alternative; Mr. Werner overviewed and detailed on the zoning work scope -- the final draft for the scope of work has been presented to communities to review. Mr. Werner gave background information and announced Mark Papko will be the new Director of Operations, he will start January 6th and Mr. Ken Timm will be the new temporary Facilities Manager, during Mr. Ryan Welch's deployment. Mr. Werner has been elected to the Hermantown Chamber Board and Chair for the Local Air Service Action Committee (LASAC).

Questions and discussion followed on several of the Executive Director's review items. Dir. Stewart moved to approve the October 15, 2019 meeting minutes and consent items. Dir. Fedora seconded. Motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #21 and #22, 2019.
Notice from AFSCME Council 5 with intent to open negotiations for new bargaining agreement.
Airport news: DNT articles: "More Fire Foam Chemicals Found in Water Near Duluth Air Base"; "Sun Country Increases Reach in Duluth, Mankato Market; Hopes to Expand Further" and KBJR 6 "American Airlines Launch Lowers Ticket Prices Overall at DLH".
October and November monthly Duluth International Airport Tenant Operations meeting minutes.
Letter from DAA to community regarding the Part 150 Noise Compatibility Study.
E-Mail from Monaco Air Foundation with summary of October 2019 activities.
Runway 9/27 reconstruction: Phase 3, Duluth International Airport (DLH), Project Newsletter #20.
Sky Harbor Project: Sky Harbor Runway Relocation Newsletter Volume 12.
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 reviewed the storage hangar space agreement and recommended approval. Dir Maki moved to approve the Sky Harbor Airport hangar space lease agreement between the Duluth Airport Authority and John Justad. Dir. McIsaac seconded. Motion carried.

Mr. Werner overviewed on the process and highlighted the strategic initiatives approved by the senior staff. Chair Tanski commended Mr. Werner and his staff on this strategic plan – job well done. Dir. McIsaac moved to approve the DAA Strategic Plan 2020 - 2015. Dir. Stewart seconded. Motion carried.

Pres. Tanski commented on the Executive review process, will send off information for December discussion. Mr. Werner detailed further.

Dir. Stewart moved to adjourn the meeting. Dir. Maki seconded. Pres. Tanski adjourned the November 19th DAA board meeting at 9:58 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____ DATE: 11DEC19

CASH DISBURSEMENTS

III

Duluth Airport Authority
Operating Check Register
November 15-2019
CD 23-2019
DAA Operating Check Register

Document N	Date	Transaction	Payee	Amount
8261	11/15/2019	BILLPMT	Advanced Security Consulting, LLC	$1,800.00
8262	11/15/2019	BILLPMT	AirFiber	$49.95
8263	11/15/2019	BILLPMT	Ameripride Linen & Apparel Services	$193.82
8264	11/15/2019	BILLPMT	Arrowhead Tap House	$842.26
8265	11/15/2019	BILLPMT	Aviation Security Clearinghouse	$2,000.00
8266	11/15/2019	BILLPMT	Blueglobes LLC	$671.14
8267	11/15/2019	BILLPMT	Bodin, Joelle	$60.00
8268	11/15/2019	BILLPMT	Brock White Company LLC	$388.00
8269	11/15/2019	BILLPMT	Century Link	$144.00
8270	11/15/2019	BILLPMT	Charter Communications	$139.80
8271	11/15/2019	BILLPMT	City Of Duluth Comfort Systems	$17.82
8272	11/15/2019	BILLPMT	Compudyne, Inc.	$75.00
8273	11/15/2019	BILLPMT	Dalco	$989.21
8274	11/15/2019	BILLPMT	Doorco	$120.00
8275	11/15/2019	BILLPMT	Duluth Area Chamber Of Commerce	$1,700.00
8276	11/15/2019	BILLPMT	Engelmeier, Roger	$250.00
8277	11/15/2019	BILLPMT	Essentia Health	$988.00
8278	11/15/2019	BILLPMT	General Security Services Corporation	$15,526.84
8279	11/15/2019	BILLPMT	Glenwood Signs & Awards, Inc.	$56.00
8280	11/15/2019	BILLPMT	Grainger	$325.04
8281	11/15/2019	BILLPMT	Grand Rapids Area Chamber of Commerce	$150.00
8282	11/15/2019	BILLPMT	Guardian Pest Solutions	$374.85
8283	11/15/2019	BILLPMT	iFIDS.com Inc.	$125.00
8284	11/15/2019	BILLPMT	Jamar Company	$2,118.00
8285	11/15/2019	BILLPMT	Kayser, Jana	$60.00
8286	11/15/2019	BILLPMT	MacQueen Equipment, Inc.	$209.13
8287	11/15/2019	BILLPMT	Madsen, Brian	$60.00
8288	11/15/2019	BILLPMT	Menards	$41.49
8289	11/15/2019	BILLPMT	Metro Sales, Inc.	$401.03
8290	11/15/2019	BILLPMT	Minnesota Power	$22,287.69
8291	11/15/2019	BILLPMT	MN Dept of Emply & Econ. Development	$2,222.22
8292	11/15/2019	BILLPMT	NAPA Auto Parts	$247.68
8293	11/15/2019	BILLPMT	Nextera Communications	$1,022.15
8294	11/15/2019	BILLPMT	NorthStar Ford	$27.47
8295	11/15/2019	BILLPMT	Orrey, John	$226.57
8296	11/15/2019	BILLPMT	Peterson, Blaine	$113.14
8297	11/15/2019	BILLPMT	Peterson, Natalie	$60.00
8298	11/15/2019	BILLPMT	Peterson, Natalie	$28.14
8299	11/15/2019	BILLPMT	Pomp's Tire Service, Inc.	$113.00
8300	11/15/2019	BILLPMT	Praxair Distribution Inc.	$223.55
8301	11/15/2019	BILLPMT	Sam's Club	$23.68
8302	11/15/2019	BILLPMT	Shel/Don Group Inc.	$496.50
8303	11/15/2019	BILLPMT	Sinnott, Paul	$60.00
8304	11/15/2019	BILLPMT	Swanson, Richard	$1,581.00
8305	11/15/2019	BILLPMT	Taylor, Dan	$310.00
8306	11/15/2019	BILLPMT	Thanks Again, LLC	$55.95
8307	11/15/2019	BILLPMT	TKDA	$907.44
8308	11/15/2019	BILLPMT	Wabrowetz, Steve	$310.00
8309	11/15/2019	BILLPMT	Waste Management of WI-MN	$3,191.82
8310	11/15/2019	BILLPMT	Welch, Ryan	$60.00
8311	11/15/2019	BILLPMT	Werner, Thomas	$60.00
8312	11/15/2019	BILLPMT	Ziegler, Inc.	$3,658.26
Total				$67,162.64

Approvals:

Airport Director

CD 23 -- 2019

Airport Authority

City Treasurer

Duluth Airport Authority
Operating Check Register
November 29-2019
CD 24-2019
DAA Operating Check Register

Document N	Date	Transaction	Payee	Amount
8318	11/29/2019	BILLPMT	ACCT Inc	$1,519.87
8319	11/29/2019	BILLPMT	Activar Plastic Products Group	$316.59
8320	11/29/2019	BILLPMT	Airgas North Central	$90.80
8321	11/29/2019	BILLPMT	Airport Signs & Graphics	$50.00
8322	11/29/2019	BILLPMT	Amlin, Michael	$124.98
8323	11/29/2019	BILLPMT	AT&T Mobility	$187.37
8324	11/29/2019	BILLPMT	Batteries Plus	$179.98
8325	11/29/2019	BILLPMT	Border States	$12.27
8326	11/29/2019	BILLPMT	Caywood Oil, LLC	$343.38
8327	11/29/2019	BILLPMT	Century Link	$194.87
8328	11/29/2019	BILLPMT	City Of Duluth Comfort Systems	$8,495.71
8329	11/29/2019	BILLPMT	Compudyne, Inc.	$2,172.90
8330	11/29/2019	BILLPMT	Cooke, David	$223.81
8331	11/29/2019	BILLPMT	Cummins NPower	$286.27
8332	11/29/2019	BILLPMT	Dalco	$678.54
8333	11/29/2019	BILLPMT	Duluth Area Chamber Of Commerce	$1,000.00
8334	11/29/2019	BILLPMT	Elite Tinting & Graphics	$4,582.50
8335	11/29/2019	BILLPMT	Fichtner, Wayne	$49.99
8336	11/29/2019	BILLPMT	Grand Rapids Area Chamber of Commerce	$676.00
8337	11/29/2019	BILLPMT	iFIDS.com Inc.	$125.00
8338	11/29/2019	BILLPMT	Inter City Oil (ICO)	$2,490.10
8339	11/29/2019	BILLPMT	Jamar Company	$2,568.42
8340	11/29/2019	BILLPMT	Johnson Controls	$294.40
8341	11/29/2019	BILLPMT	LightBulbs.com	$1,797.89
8342	11/29/2019	BILLPMT	MacQueen Equipment, Inc.	$956.58
8343	11/29/2019	BILLPMT	Marsden Building Maintenance	$14,948.00
8344	11/29/2019	BILLPMT	Menards	$746.04
8345	11/29/2019	BILLPMT	Minnesota Petroleum Service	$378.13
8346	11/29/2019	BILLPMT	Northern Business Products, Inc.	$288.96
8347	11/29/2019	BILLPMT	Northern States Supply, Inc.	$20.56
8348	11/29/2019	BILLPMT	Office Enterprises Incorporated	$196.98
8349	11/29/2019	BILLPMT	Peterson Excavating & Landscaping	$9,527.49
8350	11/29/2019	BILLPMT	Pomp's Tire Service, Inc.	$8,842.00
8351	11/29/2019	BILLPMT	Republic Parking System, LLC	$1,100.00
8352	11/29/2019	BILLPMT	Schindler Elevator Corp	$1,225.85
8353	11/29/2019	RFND	Shafer Contracting	$350.00
8354	11/29/2019	BILLPMT	St. Germain's Glass	$210.00
8355	11/29/2019	BILLPMT	Stewart-Taylor Company	$65.00
8356	11/29/2019	BILLPMT	Swanson, Richard	$1,479.00
8357	11/29/2019	BILLPMT	Techniques Inc	$221.49
8358	11/29/2019	BILLPMT	The IRIS Companies	$145.27
8359	11/29/2019	BILLPMT	Twin Ports Pest and Lawn Management	$329.00
8360	11/29/2019	BILLPMT	Viking Automatic Sprinkler	$5,260.00
8361	11/29/2019	BILLPMT	Viking Industrial North	$124.30
8362	11/29/2019	CHK	WF Bus Payment Processing - Joelle	$329.68
8363	11/29/2019	CHK	WF Bus Payment Processing - Tom	$507.69
8364	11/29/2019	BILLPMT	Ziegler, Inc.	$142.60
Total				$75,856.26

Approvals:

Airport Director

Airport Authority

City Treasurer

CD 24 -- 2019

Duluth Airport Authority
DAA Construction Check Register #11-2019
November 15, 2019

Document Number From 8313 To 8317

Document N	Date	Transaction Type	Payee	Amount
8313	11/15/2019	BILLPMT	1 MediaUSA Adverising Inc	$500.00
8314	11/15/2019	BILLPMT	1 Shafer Contracting Co., Inc.	$484,893.14
8315	11/15/2019	BILLPMT	1 Short Elliott Hendrickson	$734,903.65
8316	11/15/2019	BILLPMT	1 Swim Creative	$11,923.08
8317	11/15/2019	BILLPMT	1 University of Minnesota	$6,500.00
			Total	**$1,238,719.87**

Airport Director

City Treasury

CORRESPONDENCE

Mary Ann Wittkop

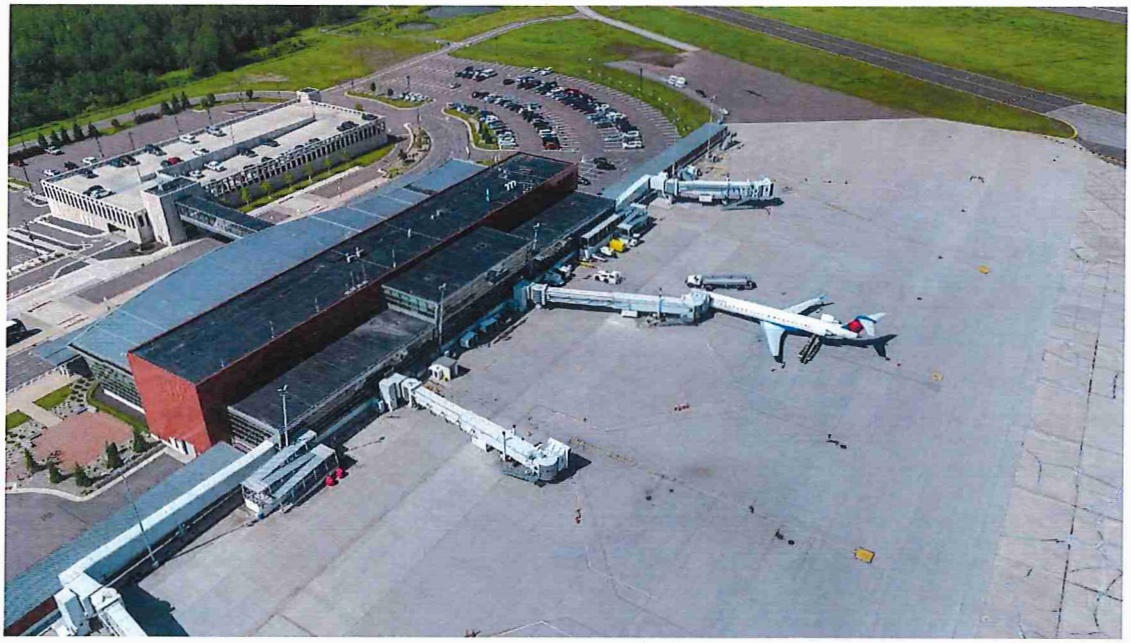
IBA

From: Duluth Airport Authority <DAA@DuluthAirport.com>
Sent: Thursday, November 21, 2019 11:28 AM
To: Mary Ann Wittkop
Subject: Subscription Mail: DLH Vision 2040 Master Plan Newsletter

View this email in your browser

VISION 2040

Master Plan for: DULUTH INTERNATIONAL AIRPORT



DLH Vision 2040 Master Plan project begins evaluating Runway 3/21 alternatives, Public Open House #1 summary, and Part 150 Noise Study website!

Earlier this summer, The Duluth Airport Authority kicked off the Vision 2040 Master Plan. This plan will ensure the airport continues to operate safely and efficiently while planning for long-term growth to meet the region's needs. Technical Advisory Committees (TAC)

have begun to evaluate Runway 3/21, and the TAC for Taxiway Network planning and apron layout will begin in early December. The Master Plan Advisory Committee (MPAC) is also scheduled to meet in the middle of December.

::::: PROJECT UPDATES ::::

Open House #1

The Duluth Airport Authority (DAA) hosted a public open house at the terminal to kick off the Vision 2040 Master Plan for the Duluth International Airport on September 17, 2019. The Open House began at 6:30 p.m. with a presentation at 6:45 p.m. Roughly 25 attendees attended the Open House in addition to project staff. The presentation and public feedback documents can be found here.

Future public meeting announcements will continue to be posted on the Project Website, the airport's Facebook page in addition to flyers and mailings.

Drone Survey and Aerial Photography

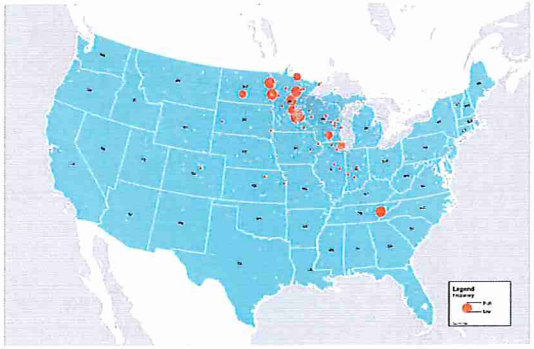
Drones have a wide range of uses including surveying and aerial photography. As part of the Master Plan, it is necessary to ensure that approach paths for aircraft are clear of any potential hazards and obstructions. A drone conducted an aerial survey in the fall of 2019 to gather data that is currently being analyzed. This data will be used in further discussions and when evaluating alternatives. Some cool photos of the airport were taken during a recent drone flight at DLH too!

::::: NEWS & INFO ::::

Project Blog

Have you ever been curious about where aircraft leaving DLH are going, or where aircraft that just landed came from? "Who uses DLH and where do they go?" is posted on the project website to find out!

Read more »



FAQs

Have questions about the Master Plan? Check out the frequently asked questions page on the Vision 2040 Master Plan project website. If you still have questions, submit them for project staff to answer!

::::: PART 150 NOISE STUDY KICKS OFF ::::

A Part 150 Noise study recently kicked off and is being completed concurrently with the Vision 2040 Master Plan. Although the project is separate from the Master Plan, the findings from the 150 Noise Study will influence the Master Plan. To help keep the community updated on the Part 150 Noise Study, a separate website has been created that can be found on the Duluth Airport's website and is linked here. The site includes a project overview, project information and ways for the community to get involved in the project. The noise monitoring results will influence the noise exposure modeling being completed as part of the Noise Study

As part of the study, noise monitoring in areas around the airport concluded the week of November 3.

DULUTH INTERNATIONAL AIRPORT

In partnership with SEH

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IV B

Citizens Committee for Environmental Concerns
Dwight Morrison and Faye Topliff, Co-chairs, 218-413-8828, 5560 Highway 194, Hermantown, Minnesota 55811

To: Jesse Baker, Duluth 150 Study Admin.

November 24, 2019

Fr: Dwight Morrison, C.C.E.C. co-chair

RE: Lack of Noise Complaint Line in Duluth

It has come to our attention that the FAA 150 Noise Study that you administer in Duluth, is missing the first step in the study process. The study has to determine where to do the noise monitoring in Duluth, but the '**noise complaints**' at the Duluth Airport have never been collected since the Duluth DAA abandoned prior citizen based 'Noise Agreements' developed by DANAC (Duluth Airport Noise Abatement Council) prior to FAA mandates in 1990-1994.

As your organization has completed a number of FAA 150 Noise Studies in the past, you have an extensive history of working with the local citizen groups. You also have extensive data from past studies that may have some bearing on how you conduct the FAA 150 Noise Study in Duluth. We would like to request some information from you group on the past studies and the problems with lack of '**noise complaints**' effect on those studies?

It also appears from observing the monitoring activities in Hermantown, that the 2 hour block of time for monitoring seems to be missing the major noise events that happen over our property. How is a 24 hour average obtained from the 2 hour monitoring on our property? At the same day we

did have jet noise at differing times, other than the monitoring 2 hour block of time. We have heard from neighbors that they have had the same issue with the monitoring missing the actual noise occurrences. How do you deal with this issue lack of obtaining accurate data on these 'noise events'?

Thank you for consideration of these above issues and questions .

Dwight Morrison, C.C.E.C.
5560 Highway 194
Hermantown, Minnesota 55811
Ph# 218-729-7126

DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

11/25/2019

Dwight Morrison
Co-chair
Citizens Committee for Environmental Concerns (CCEC)
5560 Highway 194, Hermantown MN 55811

Dear Mr. Morrison,

Thank you for your feedback on the noise monitoring program that was recently undertaken as part of the Part 150 Study being conducted at the Duluth International Airport (DLH).

Noise monitor sites are selected using several pieces of information including:

- Current flight corridors
- Locations that approximate easy to replicate locations in the modeling (distance from runway end)
- **Requested sites from public**
- Noise complaint history
- Sites free from other noise sources
- Good visibility to aircraft overhead
- Security for the staff and equipment

All of these factors are considered, so lack of noise complaint history is not the only, nor is it the most important factor. We can and routinely use all the other factors to determine specific locations for instances were limited conclusions can be made from the noise complaint data.

The Part 150 Study process does require the use of noise monitoring data in the noise modeling. The Part 150 process also requires the use of the Aviation Environmental Design Tool (AEDT) to prepare the noise exposure contours. The noise monitor data that was collected will be used to refine the input data in order to be more representative of local conditions. The goal of the noise monitoring is to obtain sampling of departure and arrival noise by the predominant noise generating aircraft. This sampling is then compared back to the model data and if necessary, the inputs can be adjusted. Therefore, the monitor data does not need to capture 24 hours at any given site and in fact does not need to capture overflight noise at all locations.

As a member of the Public Advisory Committee (PAC) for the Part 150 Study at DLH you will receive a report containing the results of the noise monitoring data and how that data compared to the model data. We advise once you receive that report and have time to review the results any comments, concerns or questions be brought to our attention.

Sincerely,

Tom Werner
Executive Director
Duluth Airport Authority

Duluth International Airport | 4701 Grinden Drive | Phone (218) 727-2968 | daa@duluthairport.com
Sky Harbor Airport | Duluth, MN 55811 | Fax (218) 727-2960 | www.duluthairport.com

IX C

Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Monday, December 2, 2019 8:35 AM
To: Tom Werner; 'Anna Tanski (anna@visitduluth.com)'
Cc: Dave Gaddie (dgaddie@bell.bank); 'Greg Fox (gregandsheilafox@hotmail.com)'; 'Bill King (BKing@cirrusaircraft.com)'; Michael A. Magni; 'Pat Mullen (runtrailfree@gmail.com)'; 'Richard Stewart (RStewart@uwsuper.edu)'; 'Steve Overom (soverom@overomlaw.com)'; Mary Ann Wittkop
Subject: November, 2019 Monaco Air Foundation Report

Tom and Anna,

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

Summary of November, 2019 Activities

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

Airport Tour Program: The Foundation continues to provide Duluth International Airport tours to groups of high school students and other groups upon request.

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

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

Respectfully submitted,

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

IIZD

12.05.2019,

Attending: DAA, TSA, Monaco Air, Avis, 148th Munitions, GSSC, LSC, Envoy Air, Cirrus, AAR, 149th ARFF, SEH, FAA, 148th Airfield.

Items discussed:

DAA: Reminder of Working Group #5 Runway Reconstruction: Phase 3 Meeting to be held on December 19, 2019 at 9:30 am. 2nd floor conference room, Airport Terminal Building.

Tenant supervisors are asked to remind all employees that their work conduct has a direct relationship how our customers see this airport and all other tenant & employees. Recent incident on the SIDA ramp was discussed.

Safety message: it is winter and all the safety issues that come with that. Slip and falls, driving, protections from the wet and cold, exhaustion. Prepare and be safe.

Jana K. requested that workers in and around the Terminal Building use the outside smoking receptacles, again the behavior and appearance comments are relevant. Do not deposit cigarettes on the ground, use the receptacles.

Ken Timm was introduced as the Interim Facilities Manager, replacing Ryan Welch while he is away on military assignment.

Jana K. said DAA is working with Land Line Transportation to establish a public display board for their current arrival and departure schedules.

DAA Airfield: Snow removal, we plow by established priority areas (1 – 4).

3/21 snow removal will be worked on today (12.05.19).

Steve Wabrowetz complimented the Cirrus Aircraft pilot's skills who was involved in a recent emergency landing.

Steve discussed the amount of effort involved in removing snow to keep our airports glide slope operational; snow level must be no greater than 2' and have removal of snow in an area equal to about 20 football fields, our Airfield Maintenance Team is extremely busy keeping our airport open during snow events.

Steve also want to thank Monaco Air for all the assistance they provided during our recent snow events.

DAA (Tanski): Airport annual exercise (table top this year)will be conducted between later April and the end of May 2020.

TSA Screening: It is recommended that we publicize that passengers should be here 2 hours before their scheduled flight. Recent observations are that the majority of passengers, especially in the later afternoon flights are appearing here with little time left to ensure they will make their flights.

DAA Security: To those tenants have contract or do some of their own snow plowing, remember do not push snow up against our perimeter fences, it can damage the fences and is a security violation. Contact Steve Wabrowetz (218-625-5051) or Rick Swanson (218-625-7772) if there are questions or concerns.

Cirrus: Bill King complemented and thanks the airports airfield maintenance team for the extraordinary work they did to keep our Priority 1 areas operational.

ARFF: Working on QRC updating with the DAA, crash phone alerting to DAA Admin, and will be presenting on the follow-on meeting today reference re-designating our mutual aid Emergency Airfield Gate.

SEH: Kyle Nelson spoke on ALSMS (emergency airport airfield lighting systems) that will be installed into DLH.

FAA: FAA representative Garrett Johnson is accepting a transfer to MSP and will be leave DLH sometime in January 2020.

TSA: AFSD Becky Roering spoke of the concerns that increase Drone operations near airports bring. FBI is lead criminal investigative agency on Drone threats. Consider incorporating into airport security exercises.

148th Airfield: 148th will be conducting night flying operations during December.

Richard Swanson
Security / Badging Coordinator
Duluth International Airport (DLH)

NEW BUSINESS

F

Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
From Jan 2019 to Oct 2019

Unaudited

Financial Row	Prior Year Actual (Jan 2018 - Oct 2018)	Current Year Actual (Jan 2019 - Oct 2019)	Budget Amount (Jan 2019 - Oct 2019)	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2019 - Adjust 2019)
Ordinary Income/Expense						
Income						
Non-Aeronautical Revenue	2,499,235	2,849,656	2,307,684	350,421	541,972	2,651,808
Non-Passenger Aeronautical Revenue	1,358,807	1,346,494	1,293,610	(12,313)	52,884	1,510,738
Passenger Airline Aeronautical Revenue	1,037,954	1,221,805	1,173,155	183,851	48,650	1,407,786
Total - Income	4,895,996	5,417,956	4,774,449	521,959	643,506	5,570,332
Gross Profit	4,895,996	5,417,956	4,774,449	521,959	643,506	5,570,332
Expense						
Miscellaneous Expenses	22,046	32,073	23,395	10,027	8,678	29,625
Personnel Compensation & Benefits	1,562,837	1,706,106	1,755,427	143,269	(49,320)	2,210,849
Services and Charges	1,353,065	1,424,594	1,342,910	71,528	81,684	1,614,373
Supplies	358,833	454,145	416,808	95,313	37,337	461,435
Total - Expense	3,296,781	3,616,918	3,538,539	320,137	78,379	4,316,282
Net Ordinary Income	1,599,216	1,801,038	1,235,910	201,822	565,127	1,254,050
Other Income and Expenses						
Other Income						
Non-Operating Revenue	497,083	578,867	460,000	81,784	118,867	524,000
Total - Other Income	497,083	578,867	460,000	81,784	118,867	524,000
Other Expense						
Non-Operating Expense	276,037	253,962	316,793	(22,074)	(62,831)	379,834
Total - Other Expense	276,037	253,962	316,793	(22,074)	(62,831)	379,834
Net Other Income	221,047	324,905	143,207	103,858	181,699	144,166
Net Income Exclusive of Project Expenses, Depreciation & Amortization	1,820,262	2,125,943	1,379,117	305,680	746,826	1,398,216
Projects/Grants	2,871,919	6,696,530	15,203,255	3,824,611	(8,506,725)	18,243,905
Depreciation & Amortization	(8,559,691)	(21,229)	(7,994,213)	8,538,462	7,972,984	(9,588,809)
Net Income	(3,867,510)	8,801,244	8,588,159	12,668,753	213,085	10,053,312

* This report is based on an allocated budget, which is seasonally adjusted. At this time the DAA is at a positive variance of nearly 747k.
* The results of this report are expected to change slightly with adjustments as delays in receipt of invoices occurs from time to time.
* The largest variance from budget in revenues comes from concession revenue specifically parking and car rental concessions. Revenue is nearly 644k over budget.
* The largest variance from budget in expenses comes from increased fuel and sand due to the harsh winter conditions as well as emergency equipment repairs and increased per gallon price of fuel. Expenses are over 78k over budget.
* Non-operating income is up due to increased PFC collections while expenses are down over 62k in budgeted line of credit interest.

Duluth Airport Authority

Income Statement

From Jan 2019 to Oct 2019

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	$9,800.00
Concession Revenue	
ATM	$607.00
Car Rental Concession	$540,863.21
Food & Beverage Concession	$76,319.02
Lottery Concessions	$277.67
Parking	$1,087,844.30
Per Passenger Fee	$7,876.00
Services/Other	$500.00
TNC Per Trip Fee	$17,592.50
Vending	$6,709.96
Total - Concession Revenue	$1,738,589.66
Customer Facility Charges	$284,448.00
Miscellaneous Revenues	88,123.94
Parking	$132,989.70
Permits	10,518.97
Plowing Services	$9,296.00
Reimbursed Expenses	42,654.88
Rent	$160,284.61
Sponsorship Income	$77,000.00
State Aid	$295,950.16
Total - Non-Aeronautical Revenue	2,849,655.92
Non-Passenger Aeronautical Revenue	
Aviation Gas	$79,246.55
Concession Revenue	$128,688.63
Event Income	$34,053.09
Landing Fees	$35,018.93
Ramp Fees	$15,496.80
Rent	968,959.01
Security Reimbursement	$80,846.32
Tie Downs	$4,185.00
Total - Non-Passenger Aeronautical Revenue	1,346,494.33
Passenger Airline Aeronautical Revenue	
Landing Fees	$296,211.18
Terminal Office/Space Rental	$925,594.09
Total - Passenger Airline Aeronautical Revenue	$1,221,805.27
Total - Income	5,417,955.52
Gross Profit	5,417,955.52
Expense	
Amortization Expense	$21,228.95
Miscellaneous Expenses	32,072.60
Personnel Compensation & Benefits	
Benefit Administration Fees	569.40
Employer Contributions for Retirement	$148,135.31
Employer Paid Insurance	$298,335.65
Retiree Benefits	$54,484.14
Unemployment Compensation	$147.30
Wages & Salaries	$1,161,036.62
Worker's Compensation	$43,397.90
Total - Personnel Compensation & Benefits	1,706,106.32
Services and Charges	
Advertising	$370.00
Badging	$10,200.00

Financial Row	Amount
Central Services Fee	$37,666.66
Communications & Technology	$92,292.56
Employee Development Services	$41,189.80
Employee Physicals	$2,033.00
Insurance	$53,206.20
Marketing	$151,582.02
Professional Services	270,247.76
Rentals	$9,571.50
Repairs and Maintenance - Contractual/Services	401,097.66
Sponsorship Expenses	$3,973.00
Transportation	$1,311.22
Utility Services	
Electric	$223,641.63
Fuel Oil	$2,418.35
Natural Gas	$45,616.67
Propane	$1,051.78
Refuse Disposal	$31,166.98
Storm Water	$35,048.31
Water	$10,908.52
Total - Utility Services	$349,852.24
Total - Services and Charges	1,424,593.62
Supplies	
Merchandise for Resale	$66,874.03
Office Supplies	$20,456.61
Operating Supplies	$140,141.82
Repairs & Maintenance Supplies	226,672.99
Total - Supplies	454,145.45
Total - Expense	3,638,146.94
Net Ordinary Income	1,779,808.58
Other Income and Expenses	
Other Income	
Capital Contributions	
Contributed Capital	$174,337.75
Grants	$6,522,192.21
Total - Capital Contributions	$6,696,529.96
Non-Operating Revenue	
Interest Income	$25,111.11
Passenger Facility Charges	$553,756.32
Total - Non-Operating Revenue	$578,867.43
Total - Other Income	$7,275,397.39
Other Expense	
Non-Operating Expense	
Interest Expense	$253,962.29
Total - Non-Operating Expense	$253,962.29
Total - Other Expense	$253,962.29
Net Other Income	$7,021,435.10
Net Income	8,801,243.68

Duluth Airport Authority

Balance Sheet

End of Oct 2019

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
Lottery Account	$5,814.78
Petty Cash	$100.00
Pooled Cash - City Balance	$1,719,407.48
Total Bank	$1,725,322.26
Accounts Receivable	
Accounts Receivable - Restricted PFC	$56,848.14
Accounts Receivable Billed	$548,404.90
Grants Receivable	
Grants Receivable - M&O	$205,722.00
Total - Grants Receivable	$205,722.00
Lottery Sales Receivable	($4,537.00)
Total Accounts Receivable	$806,438.04
Other Current Asset	
Inventory Assets	
Aviation Gas	$6,650.52
Fuel & Supplies	$10,123.65
Total - Inventory Assets	$16,774.17
Prepaid Items	
Loan Payment	$1,934.69
Prepaid Expense	$7,533.34
Prepaid Insurance	$50,665.36
Total - Prepaid Items	$60,133.39
Undeposited Funds	$100,558.92
Total Other Current Asset	$177,466.48
Total Current Assets	$2,709,226.78
Fixed Assets	
Accumulated Depreciation	($110,577,887.91)
Capital Assets	$230,029,987.61
Work in Progress	$12,904,693.13
Total Fixed Assets	$132,356,792.83
Other Assets	
Accumulated Amortization	($1,532,599.70)
Airport Planning Projects - Contributed	$2,238,672.50
Airport Planning Projects - Invested	$400,003.05
Deferred Outflows	$220,954.00
Total Other Assets	$1,327,029.85
Total ASSETS	$136,393,049.46
LIABILITIES & EQUITY	
Current Liabilities	
Accounts Payable	
Accounts Payable	$131,777.07
Contracts Payable	$775,059.05
Total Accounts Payable	$906,836.12
Credit Card	$4,450.41
Other Current Liability	
Accrued Interest	$209,843.85
Accrued Sales Taxes Payable - All	$457.72
Accrued Vacation	$120,904.79
Deferred Inflows	$344,808.00
Loans Payable - DEDA MIF	$26,666.64
Loans Payable to City of Duluth	
Hangar 103 Renovations	$170,000.00
Parking Structure	$240,000.00

Financial Row	Amount
Terminal Loan	$500,000.00
Total - Loans Payable to City of Duluth	$910,000.00
Unearned Revenue - Current	$45,500.00
Unearned Revenue - Non Current	$372,218.79
Total Other Current Liability	$2,030,399.79
Total Current Liabilities	$2,941,686.32
Long Term Liabilities	
LT Loans Payable - DEDA MIF	$6,667.06
LT Loans Payable to City of Duluth	
LT Hangar 103 Renovations	$2,230,000.00
LT Parking Structure	$2,260,000.00
LT Terminal Loan	$3,905,000.00
Total - LT Loans Payable to City of Duluth	$8,395,000.00
Net Pension Liability	$1,037,399.00
Total Other Post Employment Benefit Liability	$2,865,608.64
Total Long Term Liabilities	$12,304,674.70
Equity	
Contributed Equity	$16,621,668.70
Retained Earnings	$95,723,776.06
Net Income	8,801,243.68
Total Equity	121,146,688.44
Total LIABILITIES & EQUITY	136,393,049.46

Duluth Airport Authority

Duluth A/R Aging Report

As of December 10, 2019

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	11/10/2019 - 12/9/2019 (30)	10/11/2019 - 11/9/2019 (60)	9/11/2019 - 10/10/2019 (90)	BEFORE 9/11/2019 (>90)	*TOTAL*
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	*Open Balance*
AAR Aircraft Service						$0.00	$1,130.00	$0.00	$0.00	$1,380.00	$2,510.00
Agility FS	Invoice	12/6/2019	6110	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
American Airlines	Invoice	11/21/2019	6007	12/21/2019	19	$0.00	$10,418.23	$0.00	$0.00	$0.00	$10,418.23
Avis Rent A Car	Invoice	12/2/2019	6041	1/1/2020	8	$0.00	$2,179.84	$0.00	$0.00	$0.00	$2,179.84
BKR Investments DBA Duluth Pack	Invoice	12/2/2019	6044	1/1/2020	8	$0.00	$250.00	$0.00	$0.00	$0.00	$250.00
Brown, James	Invoice	12/2/2019	6074	1/1/2020	8	$0.00	$329.55	$0.00	$0.00	$0.00	$329.55
Budget Rent A Car	Invoice	12/2/2019	6042	1/1/2020	8	$0.00	$1,463.08	$0.00	$0.00	$0.00	$1,463.08
Capstan Corporation						$0.00	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
Case, Ronald Jr.	Invoice	11/13/2019	5981	12/13/2019	27	$0.00	$51.00	$0.00	$0.00	$0.00	$51.00
Churchill, Sean						$0.00	$401.01	$0.00	$0.00	$0.00	$401.01
Cirrus Design Corporation						$0.00	$28,872.00	$0.00	$0.00	$0.00	$28,872.00
City of Duluth	Invoice	12/2/2019	6065	1/1/2020	8	$0.00	$1,605.38	$0.00	$0.00	$0.00	$1,605.38
Civil Air Patrol	Invoice	11/15/2019	5998	12/15/2019	25	$0.00	$88.89	$0.00	$0.00	$0.00	$88.89
Compudyne	Invoice	12/2/2019	6066	1/1/2020	8	$0.00	$28.87	$0.00	$0.00	$0.00	$28.87
Corcoran, Michael	Invoice	11/13/2019	5983	12/13/2019	27	$0.00	$51.00	$0.00	$0.00	$0.00	$51.00
Crandell, Nancy	Invoice	12/6/2019	6115	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Culver, Lisa	Invoice	12/6/2019	6116	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Dallmann, Nathan	Invoice	11/13/2019	5984	12/13/2019	27	$0.00	$51.00	$0.00	$0.00	$0.00	$51.00
Dargay, Christopher	Invoice	11/13/2019	5985	12/13/2019	27	$0.00	$51.00	$0.00	$0.00	$0.00	$51.00
Delta Global Services						$0.00	$8,075.00	$0.00	$0.00	$0.00	$8,075.00
Divine Carriers						$0.00	$229.31	$229.31	$0.00	$0.00	$458.62
Duluth Hangar, LLC	Invoice	12/2/2019	6068	1/1/2020	8	$0.00	$720.10	$0.00	$0.00	$0.00	$720.10
Duluth Seaway Port Authority	Invoice	12/6/2019	6117	1/5/2020	4	$0.00	$1,836.97	$0.00	$0.00	$0.00	$1,836.97
Enbridge Energy, Inc.	Invoice	12/6/2019	6119	1/5/2020	4	$0.00	$3,200.00	$0.00	$0.00	$0.00	$3,200.00
Engstad, David						$0.00	$272.55	$181.75	$181.75	$63.50	$699.55
Enterprise Leasing Company						$0.00	$30,207.24	$0.00	$7.07	$0.00	$30,214.31
Envoy						$0.00	$1,200.00	$0.00	$0.00	$1,696.00	$2,896.00
Essentia Health	Invoice	12/6/2019	6121	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Federal Aviation Administration						$0.00	$13,026.00	$13,026.00	$0.00	$325.00	$26,377.00
Federal Express Corporation						$0.00	$945.00	$0.00	$0.00	$575.00	$1,520.00
FEDEX Duluth C/O CBC Fisher Group	Invoice	12/2/2019	6039	1/1/2020	8	$0.00	$7,471.22	$0.00	$0.00	$0.00	$7,471.22
Gardonio, Michael	Invoice	12/2/2019	6038	1/1/2020	8	$0.00	$1,615.99	$0.00	$0.00	$0.00	$1,615.99
General Services Administration	Invoice	12/2/2019	6062	1/1/2020	8	$0.00	$5,166.95	$0.00	$0.00	$0.00	$5,166.95
Goritchan Boris						$0.00	$0.00	$150.00	$0.00	$369.00	$519.00
Grimsbo, Gerald	Invoice	4/22/2019	5017	5/22/2019	232	$0.00	$0.00	$0.00	$0.00	$106.00	$106.00

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	11/10/2019 - 12/9/2019 (30)	10/11/2019 - 11/9/2019 (60)	9/11/2019 - 10/10/2019 (90)	BEFORE 9/11/2019 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
GSSC	Invoice	11/25/2019	6029	12/25/2019	15	$0.00	$430.00	$0.00	$0.00	$0.00	$430.00
Hagberg, Rick	Invoice	12/2/2019	6084	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Hall John	Payment	11/20/2019	5366	11/20/2019	20	$0.00	($0.19)	$0.00	$0.00	$0.00	($0.19)
Hartwick, Adele	Invoice	12/6/2019	6122	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Hatfield, Dan						$0.00	$272.55	$0.00	($65.00)	$0.00	$207.55
Hausmann, Jeff	Invoice	12/6/2019	6112	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Hermantown Hydraulics						$0.00	$628.27	$628.27	$628.27	$2,194.35	$4,079.16
Hertz-Overland West						$0.00	$1,445.72	$0.00	$277.51	($5.44)	$1,717.79
Hydro Solutions, Inc.						$0.00	$3,466.75	$0.00	$0.00	$16,784.34	$20,251.09
IPSOS MMA	Invoice	12/6/2019	6123	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Jeff Foster Trucking						$0.00	$329.55	$0.00	$0.00	$0.30	$329.85
Johnson, Charles	Invoice	12/6/2019	6118	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Johnson, Richard	Invoice	12/2/2019	6075	1/1/2020	8	$0.00	$602.10	$0.00	$0.00	$0.00	$602.10
Johnston, Paul	Invoice	12/2/2019	6088	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Karsell, Kris	Invoice	10/22/2019	5855	11/21/2019	49	$0.00	$0.00	$120.00	$0.00	$0.00	$120.00
Key Lakes	Invoice	12/6/2019	6124	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Lake Country Flightseeing	Invoice	10/31/2019	6004	11/30/2019	40	$0.00	$0.00	$193.08	$0.00	$0.00	$193.08
Lake Superior College	Invoice	11/25/2019	6026	12/25/2019	15	$0.00	$315.00	$0.00	$0.00	$0.00	$315.00
Lake Superior Helicopters						$0.00	$2,330.54	$0.00	$0.00	$0.00	$2,330.54
Lake Superior Warehousing CO., Inc.	Invoice	12/6/2019	6125	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Lakehead Constructors	Invoice	12/6/2019	6126	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Lane, John	Invoice	12/6/2019	6139	1/5/2020	4	$0.00	$1,179.90	$0.00	$0.00	$0.00	$1,179.90
Levitsky Dr. Sydney	Invoice	12/6/2019	6127	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Love Creamery	Payment	7/22/2019	4857	7/22/2019	141	$0.00	$0.00	$0.00	$0.00	($150.00)	($150.00)
M & M Light Transport	Invoice	12/2/2019	6082	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Mark Marino						$0.00	($265.00)	($20.00)	$0.00	$0.00	($285.00)
Marsden BLD Maint. DBA Crystal Clean of the North	Invoice	11/25/2019	6031	12/25/2019	15	$0.00	$200.00	$0.00	$0.00	$0.00	$200.00
Maurices, Inc.	Invoice	12/6/2019	6128	1/5/2020	4	$0.00	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
Minnesota Air National Guard						$0.00	$0.00	$1,587.87	$0.00	$0.00	$1,587.87
Minnesota Department of Transportation						$0.00	$205,722.00	$0.00	$0.00	$0.00	$205,722.00
Minnesota Power						$0.00	$446.18	$425.90	$0.00	$255.00	$1,127.08
Monaco Air Duluth						$0.00	$8,234.12	$5,719.12	$0.00	$0.00	$13,953.24
Mountain Air Cargo						$0.00	$1,549.68	$1,549.68	$1,549.68	$3,099.36	$7,748.40
National Bank of Commerce	Invoice	12/6/2019	6130	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Northland Constructors, Inc.						$0.00	$185.04	$0.00	$0.00	$0.00	$185.04
Oakwells CR, LLC						$0.00	$2,200.29	$0.00	$0.00	$0.00	$2,200.29
Oberfoell Auctioneers/Do-Bid.com	Payment	4/1/2019	4383	4/1/2019	253	$0.00	$0.00	$0.00	$0.00	($44.21)	($44.21)
Opack Matthew Jr.	Invoice	12/2/2019	6090	1/1/2020	8	$0.00	$276.01	$0.00	$0.00	$0.00	$276.01
Palmer, John	Invoice	12/2/2019	6091	1/1/2020	8	$0.00	$276.01	$0.00	$0.00	$0.00	$276.01
Parthe, Lance						$0.00	$329.55	$239.75	$0.00	$0.00	$569.30
Payne, Robert	Invoice	12/2/2019	6073	1/1/2020	8	$0.00	$329.55	$0.00	$0.00	$0.00	$329.55

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	11/10/2019 - 12/9/2019 (30)	10/11/2019 - 11/9/2019 (60)	9/11/2019 - 10/10/2019 (90)	BEFORE 9/11/2019 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	*Open Balance*
Petty, Robin	Invoice	12/6/2019	6131	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
QMS, INC.						$0.00	$315.00	$0.00	$0.00	$0.00	$315.00
Rathbun, David	Invoice	12/2/2019	6083	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Reabe, Troy	Invoice	12/2/2019	6087	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	113	$0.00	$0.00	$0.00	$0.00	($75.00)	($75.00)
RS&H	Invoice	12/2/2019	6069	1/1/2020	8	$0.00	$2,065.53	$0.00	$0.00	$0.00	$2,065.53
Safstrom Jon						$0.00	$153.00	$0.00	$0.00	$153.00	$306.00
Sather Diane	Invoice	8/12/2019	5558	9/11/2019	120	$0.00	$0.00	$0.00	$0.00	$305.99	$305.99
Sayles Gregory & Karen	Invoice	12/6/2019	6134	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Securitas Inc.	Invoice	12/6/2019	6135	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
Security Jewelers						$0.00	$250.00	$250.00	$0.00	$0.00	$500.00
Skywest Airlines	Payment	12/5/2019	5392	12/5/2019	5	$0.00	($5,266.71)	$0.00	$0.00	$0.00	($5,266.71)
St. Luke's Hospital	Invoice	12/5/2019	6109	1/4/2020	5	$0.00	$15,000.00	$0.00	$0.00	$0.00	$15,000.00
Stevens, Mike	Invoice	12/2/2019	6085	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
Structall Building System	Invoice	12/6/2019	6136	1/5/2020	4	$0.00	$1,200.00	$0.00	$0.00	$0.00	$1,200.00
Sydow Dan	Invoice	12/2/2019	6076	1/1/2020	8	$0.00	$329.55	$0.00	$0.00	$0.00	$329.55
The Landline Company						$0.00	$7,115.14	$0.00	$0.00	$0.00	$7,115.14
Torgerson, Matthew	Invoice	7/15/2019	5413	8/14/2019	148	$0.00	$0.00	$0.00	$0.00	$60.00	$60.00
Transportation Security Administration						$0.00	$1,835.00	$8,592.48	$0.00	$0.00	$10,427.48
Twin Ports Dermatology	Invoice	12/6/2019	6132	1/5/2020	4	$0.00	$2,000.00	$0.00	$0.00	$0.00	$2,000.00
UBM	Invoice	12/6/2019	6133	1/5/2020	4	$0.00	$4,000.00	$0.00	$0.00	$0.00	$4,000.00
United Airlines						$0.00	$0.00	$0.00	$585.87	$585.87	$1,171.74
United Parcel Service	Invoice	11/25/2019	6035	12/25/2019	15	$0.00	$65.00	$0.00	$0.00	$0.00	$65.00
Wicklein, John						$0.00	$153.00	$0.00	$0.00	$153.00	$306.00
Williams, Ron	Invoice	12/2/2019	6081	1/1/2020	8	$0.00	$272.55	$0.00	$0.00	$0.00	$272.55
WLSSD	Invoice	12/2/2019	6040	1/1/2020	8	$0.00	$10,200.00	$0.00	$0.00	$0.00	$10,200.00
Total						**$0.00**	**$432,743.16**	**$32,873.21**	**$3,165.15**	**$27,831.06**	**$496,612.58**

DLH

DULUTH AIRLINE STATISTICS
ALL SCHEDULED AIRLINES

MONTH	ENPLANEMENTS 2017	2018	2019	DEPLANEMENTS 2017	2018	2019	TOTAL PASSENGERS 2017	2018	2019	2018/2019 PASS. INCREASE/DECREASE ORIG	% DIFF	TOTAL	% DIFF
JAN	9,026	8,797	9,589	8,029	7,939	8,729	17,055	16,736	18,318	792	9.00	1,582	9.45
FEB	8,974	8,453	8,663	8,556	7,875	8,229	17,530	16,328	16,892	210	2.48	564	3.45
MAR	11,053	11,915	12,498	10,613	11,824	12,124	21,666	23,739	24,622	583	4.89	883	3.72
APR	9,449	11,172	11,429	9,859	11,665	11,631	19,308	22,837	23,060	257	2.30	223	0.98
MAY	9,770	10,907	12,376	10,334	11,409	12,744	20,104	22,316	25,120	1,469	13.47	2,804	12.56
JUN	11,328	11,970	14,727	11,908	12,723	15,576	23,236	24,693	30,303	2,757	23.03	5,610	22.72
JUL	12,316	13,493	16,096	12,332	14,446	16,016	24,648	27,939	32,112	2,603	19.29	4,173	14.94
AUG	12,600	13,913	16,868	12,281	13,704	16,846	24,881	27,617	33,714	2,955	21.24	6,097	22.08
SEP	10,973	12,874	15,070	10,426	12,329	13,676	21,399	25,203	28,746	2,196	17.06	3,543	14.06
OCT	11,657	13,579	15,224	11,006	13,011	14,568	22,663	26,590	29,792	1,645	12.11	3,202	12.04
NOV	9,038	10,974	12,461	8,627	10,846	12,341	17,665	21,820	24,802	1,487	13.55	2,982	13.67
DEC	7,263	9,946	-	7,421	10,205	-	14,684	20,151	-				
TOTAL	123,447	137,993	145,001	121,392	137,976	142,480	244,839	275,969	287,481	16,954	12.58	31,663	11.79

TOTALS WITH CHARTER INCLUDED

Month	Enplanements 2017	2018	2019	Deplanements 2017	2018	2019	Total
JAN	9,163	9,100	9,876	8,166	8,465	9,016	18,892
FEB	9,235	8,556	8,663	8,817	7,978	8,229	16,892
MAR	11,053	12,222	12,818	10,690	11,968	12,444	25,262
APR	9,907	11,666	11,666	10,317	11,997	11,631	23,297
MAY	9,922	11,052	12,687	10,486	11,568	13,234	25,921
JUN	11,467	12,121	14,895	12,047	12,874	15,744	30,639
JUL	12,585	13,744	16,390	12,601	14,697	16,310	32,700
AUG	12,600	13,913	16,982	12,281	13,704	17,161	34,143
SEP	11,249	13,156	15,400	10,426	12,611	14,006	29,406
OCT	11,657	13,739	15,224	11,149	13,171	14,568	29,792
NOV	9,038	11,108	12,761	8,627	10,980	12,641	25,402
DEC	7,405	10,108	-	7,563	10,367	-	-
Total	125,281	140,485	147,362	123,170	140,380	144,984	292,346

DULUTH AIRLINE STATISTICS
DELTA AIRLINES

	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2019/2018 PASS. INCREASE/DECREASE			
MONTH	2017	2018	2019	2017	2018	2019	2017	2018	2019	ORIG	%DIFF	TOTAL	%DIFF
JAN	5,326	4,972	5,402	4,826	4,597	5,053	10,152	9,569	10,455	430	8.65	886	9.26
FEB	5,325	4,941	4,281	5,155	4,623	4,082	10,480	9,564	8,363	(660)	(13.36)	(1,201)	(12.56)
MAR	7,149	7,360	7,153	6,928	7,334	7,108	14,077	14,694	14,261	(207)	(2.81)	(433)	(2.95)
APR	6,072	6,606	6,867	6,308	6,688	6,882	12,380	13,294	13,749	261	3.95	455	3.42
MAY	6,168	6,717	7,035	6,668	6,857	7,187	12,836	13,574	14,222	318	4.73	648	4.77
JUN	6,825	6,780	7,542	7,115	7,000	7,706	13,940	13,780	15,248	762	11.24	1,468	10.65
JUL	7,300	7,225	8,748	7,381	7,989	8,648	14,681	15,214	17,396	1,523	21.08	2,182	14.34
AUG	7,399	7,751	8,673	7,225	7,679	8,437	14,624	15,430	17,110	922	11.90	1,680	10.89
SEP	6,419	6,634	8,092	6,092	6,560	7,389	12,511	13,194	15,481	1,458	21.98	2,287	17.33
OCT	7,209	7,162	8,041	6,785	6,965	7,727	13,994	14,127	15,768	879	12.27	1,641	11.62
NOV	5,822	6,322	7,409	5,553	6,338	7,427	11,375	12,660	14,836	1,087	17.19	2,176	17.19
DEC	4,709	5,227		4,857	5,196		9,566	10,423	-				
TOTAL	75,723	77,697		74,893	77,826		150,616	155,523	156,889	6,773	8.80	11,789	7.63

2019			2019		
Month	Non Rev	Revenue	Non Rev	Revenue	Total
JAN	240	5,162	239	4,814	10,455
FEB	183	4,098	181	3,901	8,363
MAR	231	6,922	180	6,928	14,261
APR	197	6,670	184	6,698	13,749
MAY	200	6,835	181	7,006	14,222
JUN	249	7,293	264	7,442	15,248
JUL	325	8,423	327	8,321	17,396
AUG	304	8,369	315	8,122	17,110
SEP	290	7,802	343	7,046	15,481
OCT	252	7,789	251	7,476	15,768
NOV	255	7,154	265	7,162	14,836
DEC					-
Total	2,726	76,517	2,730	74,916	156,889

DULUTH AIRLINE STATISTICS
UNITED AIRLINES

	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2018/2019 PASS. INCREASE/DECREASE			
MONTH	2017	2018	2019	2017	2018	2019	2017	2018	2019	ORIG	%DIFF	TOTAL	%DIFF
JAN	3,700	3,825	4,187	3,203	3,342	3,676	6,903	7,167	7,863	362	9.46	696	9.71
FEB	3,649	3,512	4,382	3,401	3,252	4,147	7,050	6,764	8,529	870	24.77	1,765	26.09
MAR	3,904	4,555	5,345	3,685	4,490	5,016	7,589	9,045	10,361	790	17.34	1,316	14.55
APR	3,377	4,566	4,562	3,551	4,977	4,749	6,928	9,543	9,311	(4)	(0.09)	(232)	(2.43)
MAY	3,602	4,190	4,851	3,666	4,552	4,891	7,268	8,742	9,742	661	15.78	1,000	11.44
JUN	4,503	5,190	5,271	4,793	5,723	5,653	9,296	10,913	10,924	81	1.56	11	0.10
JUL	5,016	6,268	5,109	4,951	6,457	5,093	9,967	12,725	10,202	(1,159)	(18.49)	(2,523)	(19.83)
AUG	5,201	6,162	6,041	5,056	6,025	6,209	10,257	12,187	12,250	(121)	(1.96)	63	0.52
SEP	4,554	6,240	5,215	4,334	5,769	4,798	8,888	12,009	10,013	(1,025)	(16.43)	(1,996)	(16.62)
OCT	4,448	6,417	5,304	4,221	6,046	4,906	8,669	12,463	10,210	(1,113)	(17.34)	(2,253)	(18.08)
NOV	3,216	4,652	3,345	3,074	4,508	3,159	6,290	9,160	6,504	(1,307)	(28.10)	(2,656)	(29.00)
DEC	2,554	4,719		2,564	5,009		5,118	9,728	-				
TOTAL	47,724	60,296	53,612	46,499	60,150	52,297	94,223	120,446	105,909	(1,965)	(1.23)	(4,809)	(2.14)

	2019		2019		
Month	Non Rev	Revenue	Non Rev	Revenue	Total
JAN	113	4,074	95	3,581	7,863
FEB	92	4,290	90	4,057	8,529
MAR	109	5,236	115	4,901	10,361
APR	112	4,450	98	4,651	9,311
MAY	160	4,691	141	4,750	9,742
JUN	177	5,094	164	5,489	10,924
JUL	132	4,977	125	4,968	10,202
AUG	155	5,886	130	6,079	12,250
SEP	138	5,077	112	4,686	10,013
OCT	141	5,163	148	4,758	10,210
NOV					-
DEC					-
Total	1,329	48,938	1,218	47,920	99,405

DULUTH AIRLINE STATISTICS
AMERICAN AIRLINES

	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2018/2019 PASS. INCREASE/DECREASE			
MONTH	2017	2018	2019	2017	2018	2019	2017	2018	2019	ORIG	%DIFF	TOTAL	%DIFF
JAN									-	-			
FEB									-	-			
MAR									-	-			
APR												-	
MAY			490			666			1,156	490	-	1,156	-
JUN			1,914			2,217			4,131	1,914		4,131	
JUL			2,239			2,275			4,514	2,239		4,514	
AUG			2,154			2,200			4,354	2,154		4,354	
SEP			1,763			1,489			3,252	1,763		3,252	
OCT			1,879			1,935			3,814	1,879		3,814	
NOV			1,707			1,755			3,462	1,707		3,462	
DEC									-				
TOTAL	-	-	12,146	-	-	12,537	-	-	24,683	12,146	-	24,683	-

	2019		2019		
Month	Non Rev	Revenue	Non Rev	Revenue	Total
JAN					
FEB					
MAR					
APR					
MAY	25	465	16	650	1,156
JUN	71	1,843	67	2,150	4,131
JUL	75	2,216	59	2,216	4,566
AUG	89	2,065	94	2,106	4,354
SEP	64	1,699	64	1,425	3,252
OCT	88	1,791	94	1,841	3,814
NOV	80	1,627	85	1,670	3,462
DEC					-
Total	492	11,706	479	12,058	24,735

DULUTH AIRLINE STATISTICS
CHARTERS

MONTH	ENPLANEMENTS 2017	2018	2019	DEPLANEMENTS 2017	2018	2019	TOTAL PASSENGERS 2017	2018	2019	2018/2019 PASS. INCREASE/DECREASE ORIG	% DIFF	TOTAL	% DIFF
JAN	137	303	287	137	526	287	274	829	574	(16)	(5.28)	(255)	(30.76)
FEB	261	103	-	261	103	-	522	206	-	(103)	(100.00)	(206)	(100.00)
MAR	-	307	320	77	144	320	77	451	640	13	4.23	189	41.91
APR	458	494	237	458	332	-	916	826	237	(257)	(52.02)	(589)	(71.31)
MAY	152	145	311	152	159	490	304	304	801	166	114.48	497	163.49
JUN	139	151	168	139	151	168	278	302	336	17	11.26	34	11.26
JUL	269	251	294	269	251	294	538	502	588	43	17.13	86	17.13
AUG	-	-	114	-	-	315	-	-	429	114	100.00	429	100.00
SEP	276	282	330	-	282	330	276	564	660	48	17.02	96	17.02
OCT	-	160	-	143	160	-	143	320	-	(160)	(100.00)	(320)	(100.00)
NOV	-	134	300	-	134	300	-	268	600	166	123.88	332	123.88
DEC	142	162		142	162		284	324					
TOTAL	1,834	2,492	2,361	1,778	2,404	2,504	3,612	4,896	4,865	31	11.88	293	15.69

Month	ATLAS	SUN CO.	JET BLUE	VISION	Swift Air	Allegiant	Total
JAN		322			252		574
FEB							-
MAR		354			286		640
APR		237					237
MAY		541			260		801
JUN		336					336
JUL		300			288		588
AUG						429	429
SEP		360			300		660
OCT							-
NOV		312			288		600
DEC							-
Total	-	2,762		-	1,674	429	4,865