



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: January 19, 2021

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

DIRECTORS PRESENT: Anna Tanski
Craig Fellman

DIRECTORS PARTICIPATING VIA ELECTRONICS

MEANS: Kim Maki
Todd Fedora
Don McIsaac
Jeff Anderson
Elissa Hansen

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Mark Papko, Director of Operations
Natalie Peterson, Director of Communications & Marketing
Jana Kayser, Business Development Manager
Joelle Bodin, Director of Finance & Administration

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Steve Hanke, Assistant City Attorney
Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH
Shawn McMahan, SEH
Matt Stewart, SEH
Scott Sannes, SEH
Mike Magni, Monaco
Don Monaco, Monaco
Eric Monson, Lake Superior Helicopter
John Kontny, Jamar
Craig Meyer, Citon
Carter Nelson, Citon
Linda Dobinson, Citon
Bill King, Cirrus
Jeff Davidman, Delta Airlines

President Tanski welcomed everyone to the DAA January Board meeting and called the meeting to order at 8:04 a.m. She performed the roll call noting herself and Dir. Fellman as

present at the meeting; Dir. Maki, Dir. McIsaac, Dir. Anderson and Dir. Hansen participating virtually, Dir. Fedora would be joining virtually in fifteen minutes. Mr. Tom Werner, Executive Director, updated on the Executive Director review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Year end -- 52% decrease in total passengers, 66.1% decrease in passengers compared to same period last year; Delta total passengers decreased 50%, and 56.1% decrease in December passengers year over year; United decreased 62.2%, with December passenger's year over year decreasing 67.1%; Landline had 591 passengers for the month of December. Small Community Air Service grant (SCASD) – will be submitting this very strongly supported packet today.

Dir. Fedora joined the meeting at 8:15 a.m.

Mr. Werner introduced Mr. Jeff Davidman, Governmental Affairs for Delta Airlines. Mr. Davidman spoke on the Covid-19 impact on Delta, their priorities and response, reviewed implementation of the Delta CareStandardSM and moving forward. Comments and discussion followed; Mr. Werner expressed his appreciation to Mr. Davidman for Delta's strong partnership with DLH and all the airports in the state. Mr. Werner presented on the Duluth International Airport key activity metrics global pandemic recovery; questions followed. Ms. Natalie Peterson, Director of Communications & Marketing, detailed further.

- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, updated on the MP recent activities, next steps, and upcoming meetings; Part 150 noise study update -- reviewed the project progress, next steps and finalizing the public workshop, tentative for February.
 - Operations: Mr. Mark Papko, Director of Operations, overviewed the different partners and players at this airport and Sky Harbor; he summarized on the FAA discretionary and MnDOT funding and outlined planned construction projects.
 - Landside: Mr. Papko reviewed the recommended viable solution for the terminal roof – in preliminary discussion, will keep updated.
 - Other: Joint Airport Zoning Board (JAZB) waiting for final comments and response from MnDOT on the proposed zoning ordinance for DLH.
 - Sky Harbor: Mr. Matt Stewart, SEH, updated on the Sky Harbor master plan project – spoke on progress, next steps, and upcoming meetings.

Dir. McIsaac left the meeting at 8:59 a.m.

- Business/Property Development: Ms. Jana Kayser, Business Development Manager, briefed on the COVID-19 related financial relief; still waiting to hear the details for the concessionaire's relief from CARES 2.0 package.

- Financials: Ms. Joelle Bodin, Director of Finance & Administration, spoke on a possible update on the DAA purchasing policy to better align with the City of Duluth; hope to present to the Board next month.
- Marketing: Ms. Peterson mentioned the decision to thank the renewed corporate parking partners by offering a complimentary 2021 Club DLH pass. The Board commended her for the goodwill and outreach to the community.
- Legislative: Mr. Werner briefed on CARES Act 2.0 – do not know eligible amount for DLH at this time; will move forward with course of action when the information is received.
- Presentations Recap: Mr. Werner and SEH presented virtually to the AAAE Young Professionals conference on the public awareness and public relations campaign relating to Sky Harbor runway initiative – good participation.

Questions and discussion followed on several of the Executive Director's review items. Chair Tanski noted Dir. Fedora had joined in and will be included in the roll call; Dir. McIsaac had left the meeting and would not be part of the roll call vote. Dir. Fellman moved to approve the December 15, 2020 meeting minutes and consent items. Dir. Fedora seconded. Roll call, -- all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #29, #30, #30A, #31 and #32, 2020. Construction fund sheet #14, 2020.

Aviation coalition letter to Governor Tim Walz regarding vaccine prioritization; letters from MN Local Air Service Action Committee (LASAC) and Delta Airlines to MN Vaccine Allocation Advisory Group regarding request of immunization Priority 1B aviation frontline workers.

E-Mail from Monaco Air Foundation with summary of December 2020 activities.

Letter from DAA to MN Department of Natural Resources regarding Sky Harbor Public Water Permit and Land Sale Transaction.

AAAE Regulatory Alert "FAA Release Summary of Aircraft Noise Annoyance Study Results".

Club DLH Business Suite renewals.

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 gave background information and updated on the Sky Harbor operating agreement; she recommended approval. Dir. Anderson moved to approve the resolution for the Sky Harbor Airport operating agreement between the Duluth Airport Authority and Jon Messerer. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Mr. Papko outlined the final design work order; Mr. Shawn McMahon, SEH, detailed further on FAA funds and eligibility. Questions followed. Dir. Maki moved to approve the resolution for Work Order #9 – Taxiway R reconstruction Phase 1 Final Design between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. (SEH, Inc.). Dir. Fellman seconded. Roll call – Dir. Anderson abstained, the rest ayes. Motion carried.

Mr. Papko overviewed the Terminal boiler replacements; Mr. John Kontny, Jamar, detailed further. Questions followed. Dir. Maki moved to approve the resolution for invoice and contract for the replacement of three (3) terminal boilers, chemical filtration, system clean-up and analytical testing between the Duluth Airport Authority and The Jamar Company. Dir. Anderson seconded. Roll call – Dir. Fellman abstained, the rest ayes. Motion carried.

Mr. Papko reviewed background information and briefed on the process and timeline for the IT managed service bundle. He introduced three Citon representatives -- Mr. Carter Nelson, IT Solutions Specialist, Ms. Linda Dobinson, Director of Operations and Mr. Craig Meyer, Engineering Manager. The representatives briefed on Citon's background, knowledge, active customers, and services provided. Dir. Fellman moved to approve the resolution for IT managed service bundle agreement between the Duluth Airport Authority and The Citon Corporation. Dir. Maki seconded. Roll call – Dir. Fedora abstained, the rest ayes. Motion carried.

Ms. Bodin spoke on the resolution addition and explained the amended support grant agreement; Mr. Werner detailed further and commended the St. Louis County Board for their support and leadership during these difficult times. Dir. Fellman moved to approve the resolution for amendment No. 1 to grant agreement 5542B between the Duluth Airport Authority and St. Louis County to increase initial pledge of \$50,000 to \$75,000 in support of the Small Community Air Service Development Grant program (SCASD). Dir. Anderson seconded. Roll call – Dir. Maki abstained, the rest ayes. Motion carried.

Dir. Fellman commented on the correspondence item regarding the summary of aircraft noise annoyance study results; question and discussion followed.

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Dir. Maki moved to adjourn the meeting. Dir. Fedora seconded. Roll call -- all ayes, motion carried. President Tanski adjourned the January 19th DAA board meeting at 9:39 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: Anna Tanski DATE: 2-16-21