



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: February 16, 2021
PLACE: Amatuzio Conference Room
Duluth International Airport, Duluth, MN

DIRECTORS:

DIRECTORS PARTICIPATING VIA ELECTRONICS

MEANS: Anna Tanski
Craig Fellman
Kim Maki
Todd Fedora
Don McIsaac
Jeff Anderson
Elissa Hansen

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: 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
Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH
Shawn McMahan, SEH
Matt Stewart, SEH
Scott Sannes, SEH
Allison Andrashko, SEH
Bill King, Cirrus

President Tanski welcomed everyone to the DAA February Board meeting and called the meeting to order at 8:03 a.m. She performed the roll call noting herself, Dir. Fellman, Dir. Maki, Dir. Fedora, Dir. McIsaac, Dir. Anderson and Dir. Hansen as participating virtually. Mr. Tom Werner, Executive Director, updated on the Executive Director review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Continuation of recent trend – over 67% decrease in total passengers and passengers compared to same period last year; Delta total passengers and passengers year over year decreased 41%; United numbers decreased 93.3%%; Landleine had 501 passengers

for the month of January. Small Community Air Service grant (SCASD) – have submitted packet, DOT has extended deadline to third week in March.

- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, updated on the MP recent activities, upcoming stakeholder meetings, and next steps – all materials and summaries are posted to the project website. Part 150 noise study update – public advisory committee (PAC) meeting was held February 3rd, virtual public workshop will be held this week, reviewed the project progress, and next steps; she explained how to register and a recording of the workshop will be available following the meeting. Mr. Werner and Ms. Nowicki detailed further on the public workshop and process, feedback, recommendations and alternatives.
 - Operations: Mr. Mark Papko, Director of Operations, spoke on the draft 2021 Capital Improvement Plan (CIP) reviewing the State and FAA funded projects.
 - Landside: Parties met and had a positive discussion on the proposed solution for the terminal roof; all agreed on the solution and are in preliminary discussions, will keep the Board updated. IT update – busy transitioning services, significant improvements and efficiencies can be seen all ready. Briefed on the Airport Management Internship – excited to bring in the additional support.
 - Other: Joint Airport Zoning Board (JAZB) have received from MnDOT comments and response back on the proposed zoning ordinance for DLH; JAZB is putting together an outline for response.
 - Sky Harbor: Mr. Matt Stewart, SEH, updated on the Sky Harbor master plan project – spoke on progress, next steps, and upcoming meetings.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, analyzing information received regarding CARES Act 2.0, will update more next month.
- Financials: Ms. Joelle Bodin, Director of Finance & Administration, State Auditors plan to begin mid-March.
- Marketing: Natalie Peterson, Director of Communications & Marketing, slightly tweaking traditional media and updating COVID branded pieces in the terminal.
- Legislative: Mr. Werner briefed on CARES Act 2.0 – analyzing program stipulations on latest relief bill; Congress is working on another COVID relief bill and due to a number of challenges, evaluating options for the amended LLCMR grant.
- Presentations Recap: Mr. Werner and Mr. Papko will be presenting virtually to the UWS Transportation Management class tonight.

Questions and discussion followed on several of the Executive Director's review items. Dir. McIsaac moved to approve the January 19, 2021 meeting minutes and consent items. Dir. Fedora seconded. Roll call, -- all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #1, #2, #3, and #42, 2021. Construction fund sheet #1, 2021.

Letter from State Auditor to DAA requesting annual audit for year ending December 31, 2020 and letter from the Office of the State Auditor to DAA confirming understanding of services. Airport news – DAA news release “Duluth International Airport Outperforms National Average of Passenger Numbers in 2020” and AAAE Regulatory Alerts “House Transportation Relief Package to Include \$8 Billion for ‘Airport Relief’” and “Legislation Introduces in Senate and House to Better Protect Transportation Employees and Passengers from COVID-19”.

E-Mail from Monaco Air Foundation with summary of January 2021 activities.

DLH Vision 2040 Master Plan newsletter.

Letter from Citizens Committee Environmental Concerns (CCEC) to DAA regarding lack of noise abatement in FAA recommendations.

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 explained the next two items are the same agreement but with different companies and reviewed the renewal agreements. Dir. Maki moved to approve resolution A and B the Transportation Network Company operating agreement between the Duluth Airport Authority and Rasier, LLC (UBER) and Lyft, Inc. Dir. McIsaac seconded. Roll call – all ayes. Motion carried.

President Tanski adjourned the February 16th DAA board meeting at 8:57 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: Anna Tanski DATE: 3-16-21