



MINUTES OF THE MEETING

DATE: March 16, 2021

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

DIRECTORS PRESENT: Anna Tanski

DIRECTORS PARTICIPATING VIA ELECTRONICS

MEANS: Kim Maki
Todd Fedora
Jeff Anderson
Elissa Hansen

DIRECTORS ABSENT: Craig Fellman
Don McIsaac

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: Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH
Shawn McMahan, SEH
Matt Stewart, SEH
Allison Andrashko, SEH
Eric Monson, Lake Superior Helicopters
Bill King, Cirrus
Mike Magni, Monaco Air
Don Monaco, Monaco Air
Paul Huston
Patrick Frame

President Tanski welcomed everyone to the DAA March Board meeting and called the meeting to order at 8:00 a.m. She noted Dir. Fellman and Dir. McIsaac as not participating at this meeting and performed roll call -- herself as present, participating virtually Dir. Maki, Dir. Fedora, and Dir. Anderson. Mr. Tom Werner, Executive Director, updated on the Executive Director's review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Explained corrections to January passenger totals; February 59% decrease in total passengers and passengers compared to same period last year; Delta total passengers and passengers decreased 39.9%; United numbers decreased 67.4%; Landline had 391 passengers for the month of February. Presented the key activity metrics highlighting total enplaned passengers, fuel sales and monthly comparisons for rental parking and restaurant gross receipts; this year will be about transition and hard to gauge. Small Community Air Service grant (SCASD) – has not closed yet, should be by the end of this month.
- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, updated on the MP recent activities and next steps – all materials and summaries are posted to the project website. Part 150 noise study update – the virtual public workshop was held February 17th; she overviewed the process and next steps; all documents and recording of the meeting are available on the project website.
 - Operations: Mr. Mark Papko, Director of Operations, reviewed on the Operations Manager transition plan and briefed on the slight deviation from a snow equipment on the non-movement area.
 - Landside: Mr. Werner overviewed on the terminal roof – at this time not ready to recommend a course of action; a special session could be called in April or May.
 - Sky Harbor: Mr. Matt Stewart, SEH, updated on the Sky Harbor master plan project – spoke on the progress, next steps, and upcoming meetings; meeting materials and summaries are posted to the project website.
- Financials: Ms. Joelle Bodin, Director of Finance & Administration, State Auditors are currently working remotely on the 2020 audit; the purchase policy will be put on hold during the audit.
- Legislative: Mr. Werner summarized on the latest Coronavirus relief package; still processing the CRRSA funds, updated on the air traffic tower building and LLCMR grant.
- Other: Mr. Papko spoke on the Joint Airport Zoning Board (JAZB) – a response has been drafted to MnDOT, the justification meeting has been scheduled to discuss and advise next steps. Mr. Werner explained vaccinations have begun for airport staff and discussion of Phase 3 for COVID mitigation and planning will start this week. He introduced Mr. Eric Monson, Lake Superior Helicopters, to brief on his very successful aviation business. Mr. Monson overviewed on the organization, impact of COVID-19 and steps and investment ensuring their future. The Board thanked Mr. Monson for his update.

Questions and discussion followed on several of the Executive Director's review items. Pres. Tanski recommended due to connection issues and need for all Director's return for a quorum will return for approval of Consent Items; moved forward to the agenda.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Dir. Anderson and Dir. Hansen returned at 8:40 a.m.

Mr. Papko overviewed on the CIP projects for formal review. Dir. Hansen moved to approve the resolution that DAA approves the 2021-2022 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A; and further resolved, that DAA staff are authorized to execute agreements and make payments consistent with the 2021-2022 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A. Dir. Anderson seconded. Roll call – all ayes. Motion carried.

Dir. Fedora moved to approve the resolution for Work Order 2021-2 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. (SEH, Inc.) for the design of the Hangar 101 demolition. Dir Maki seconded. Roll call – Dir. Anderson abstained; Pres. Tanski, Dir. Fedora, Dir. Maki, and Dir. Hansen ayes – motion carried.

Ms. Peterson reviewed the license agreement for display of art. Dir. Anderson moved to approve the resolution for the license agreement for the display of public arts between the Duluth Airport Authority and the City of Duluth. Dir Maki seconded. Roll call – Dir. Fedora, Dir. Maki, Pres. Tanski and Dir. Hansen ayes – motion carried.

Ms. Kayser explained the Sky Harbor Airport renewal operating agreement and recommended approval. Dir. Hansen moved to approve the resolution for the Sky Harbor operating agreement between the Duluth Airport Authority and Love Creamery. Dir Fedora seconded. Roll call – all ayes – motion carried.

Ms. Kayser briefed on the renewal operating agreement. Dir. Maki moved to approve the resolution for the Sky Harbor operating agreement between the Duluth Airport Authority and Tom Sullivan. Dir Hansen seconded. Roll call – all ayes – motion carried.

Pres. Tanski moved back to the approval of previous minutes and consent items. Dir. Hansen moved to approve the February 16, 2021 meeting minutes and consent items. Dir. Anderson seconded. Roll call, -- all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #5, #6, #7, and #8, 2021. Construction fund sheet #2, 2021.
Airport News – DAA news release “Duluth International Airport -- Airport Noise Compatibility Study Online Public Workshop” and Star Tribune article “Officials Consider New Regional Airport Authority to Help St. Cloud Airport’s Finances”.
Letter from DAA to Citizens Committee Environmental Concerns (CCEC) regarding DLH Part 150 Noise Study Abatement recommendations.
Letters from DAA to Senator Klobuchar, Senator Smith, Congressman Stauber and Congresswoman McCollum regarding replacement of the Air Traffic Control Tower at the Duluth International Airport (DLH) and support letter from MnDOT to Senator Klobuchar, Senator Smith, Congressman Stauber and Congresswoman McCollum for replacement of the DLH Air Traffic Control Tower.
E-Mail from Monaco Air Foundation with summary of February 2021 Activities.
Link for Metropolitan Airports Commission (MAC) Commission minutes -- <https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>
January 2021 financial report, February 2021 accounts receivables and airport statistics.

President Tanski adjourned the March 16th DAA board meeting at 8:56 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: Anna Tanski DATE: 4-20-21