



DULUTH AIRPORT AUTHORITY MEETING AGENDA MAY 18, 2021

DAA MAY BOARD MEETING PARTICIPATION BY TELEPHONE OR OTHER ELECTRONIC MEANS PURSUANT TO MINNESOTA STATUTES SECTION 13D.021

Click below to access meeting:

<https://duluthairport.com/wp-content/uploads/2021/05/5-DAA-May-Board-Notice.pdf>

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

- A. Approval of April 20, 2021 Meeting Minutes and April 29, 2021 Special Meeting Minutes.

III *DAA CASH DISBURSEMENTS

- A. Operating Cash Disbursement Sheets #14 #15, #16, and #17, 2021. Construction Fund Disbursement Sheet #4, 2021

IV *CORRESPONDENCE

- A. April 26, 2021 Notice of Termination Letter from Hertz Overland West, Inc.
- B. April 20, 2021 Letter from Citizens Committee Environmental Concerns (CCEC) Regarding Good – Future Mitigation \$\$, Bad – Abatement of Sources, Ugly – Lack of Citizen Involvement and April 30, 2021 Response Letter from DAA to CCEC.
- C. April 21, 2021 Community Project Funding Application, Duluth International Airport.
- D. Airport News -- April 26, 2021 DAA Media Advisory “Duluth International Airport Press Conference to Announce New Air Service”; April 27, 2021 Press Release “Sun Country Announces New Nonstop Service from Duluth” and May 11, 2021 Fox 21 Article “Groome Transportation to Resume Shuttles from Duluth to MSP Airport”.
- E. May 1, 2021 E-Mail from Monaco Air Foundation with Summary of April 2021 Activities.
- F. 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. Resolution Terminating Resolution Declaring a Special Emergency in Response to COVID-19 Dated April 21, 2020.
- B. Resolution Terminating Resolution Regarding Determination Under Minnesota Statutes, Section 13D.01 as to in-Person Meetings Dated April 14, 2020.
- C. Resolution Terminating Resolution Authorizing Modification of Leases in Response to the COVID-19 Emergency Dated April 21, 2020.
- D. Resolution to Approve the Retailer Concession Contract and Addendum Between the Duluth Airport Authority and Minnesota State Lottery.
- E. Resolution to Approve the Building 311 Mechanical Heating Systems Upgrade Between the Duluth Airport Authority and the Jamar Company.
- F. Resolution to Approve Write-Off of an Accounts Receivable Balance of \$15,000 for Donald J. Trump for President, Inc. Per Operating Policy #23.
- G. Resolution to Accept and Approve Airport Coronavirus Response Grant Program (ACRGP) Grant Addendum 3-27-0024-068-2021 in the Amount of \$33,311 and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Grant and Any Amendments.
- H. *March 2021 Financial Reports.
- I. *April 2021 Accounts Receivables.
- J. *April 2021 Airline, Cargo & Landline 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 on March 19, 2002).



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

DATE: May 18, 2021

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's 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

- 246.6% Increase in Total Passengers YTD
- 34.1% Decrease in Passengers Compared to April 2019
- 230.3% Increase DL Total Passengers YTD
- 38.6% Decrease DL Passengers Compared to April 2019
- 617.4% Increase UA Total Passengers YTD
- 27.5% Decrease UA Passengers Compared to April 2019
- 636 Landline Passengers in April

OPERATIONS/CONSTRUCTION/PLANNING

- Planning
 - Master Plan Update
 - Part 150 Noise Study Update
- Construction
- Operations and Maintenance
 - Annual FAA Part 139 Inspection
 - Operations Managers Transition Plan Update
 - Hangar 101 Update
 - Airshow Update
 - Terminal Roof Update
- Sky Harbor
 - Building Area Master Plan Update

BUSINESS/PROPERTY DEVELOPMENT

- Hertz Notice of Termination



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

FINANCIAL UPDATE

- 2020 Audit
- Q1 Financial Review

MARKETING/COMMUNICATIONS

- Consumer Survey

LEGISLATIVE UPDATE

- Air Traffic Control Tower Building Replacement
- Sky Harbor LCCMR Amendment

PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- Joint Zoning Board Update

Submitted by,

Tom Werner, C.M.
Executive Director



DULUTH INTERNATIONAL AIRPORT

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Draft

MINUTES OF THE MEETING

DATE: April 20, 2021

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

DIRECTORS PRESENT: Anna Tanski
Craig Fellman

DIRECTORS PARTICIPATING VIA ELECTRONICS

MEANS: Todd Fedora
Don McIsaac
Jeff Anderson
Elissa Hansen

DIRECTORS ABSENT: Kim Maki

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Mark Papko, Director of Operations
Natalie Peterson, Director of Communications & Marketing

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH
Shawn McMahon, SEH
Matt Stewart, SEH
Scott Sannes, SEH
Allison Andrashko, SEH
Jesse Baker, SEH
Don Monaco, Monaco Air
Eric Monson, Lake Superior Helicopters
Paul Huston

President Tanski welcomed everyone to the DAA April Board meeting and called the meeting to order at 8:00 a.m. She noted Dir. Fellman and herself as present and Dir Maki as not participating at this meeting; all other directors are participating virtually. Mr. Tom Werner, Executive Director, updated on the Executive Director's review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Total March passenger numbers are down just over 45% year to date, 17.1% decrease year over year; 25% decrease in total Delta passengers and 3.4% increase in total passengers year to date; United numbers decreased almost 44% in total passengers year to date and 3.3% increase for the month of March; Landline had 447 total passengers. Small Community Air Service grant (SCASD) – solicitation period has closed, will now take time to score all applications -- hope for favorable results for the Denver initiative.

- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, reviewed the MP recent activities and next steps – all materials and summaries are posted to the project website. Part 150 noise study update – updated on the project progress, next steps including timeline for review, public workshop, outreach, and public hearing; questions followed. Dir. Fellman complimented SEH on their great job on communication and outreach.
 - Operations: Mr. Mark Papko, Director of Operations, briefed on the Operations Manager transition plan and airport management internship – large interest and extremely qualified candidates. Summer air show is scheduled June 25th through the 27th; they are following State guidance and active on the mitigation front.
 - Landside: Terminal roof – a special meeting is scheduled April 29th for discussion and recommendations.
 - 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.
- Business/Property Development: Mr. Werner spoke on Cirrus Paint facility, have requested to expand – will be working with Cirrus and the City to help them grow.
- Financials: Mr. Werner explained audit work is complete with no issues and working on a financial strategy to use the Federal aid to better the airport.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications & Marketing, briefed on the upcoming customer survey and gift card promotional giveaway; questions followed.
- Legislative: Mr. Werner updated on the Sky Harbor LCCMR; the amendment has been passed by the Senate Environmental Omnibus bill; he detailed on the legislative push for the air traffic control tower building replacement. Dir. Anderson detailed further.
- Other: Mr. Papko briefed on the Joint Airport Zoning Board (JAZB) – no significant news at this time, more to come. Mr. Werner spoke on his opportunity to prepare a document with Dr. Stewart and Dr. Rust of UWS; recently presented it to the Transportation Research Forum -- full document is in the correspondence section. Presented and congratulated SEH on receiving the ACCEC of Minnesota Grand Award for the Duluth Sky Harbor Airport project.

Questions and discussion followed on several of the Executive Director's review items. Dir. McIsaac moved to approve the March 16, 2021 meeting minutes and consent items. Dir. Fellman seconded. Roll call, -- all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #9 #10, #11, #12, and #13, 2021. Construction fund disbursement sheet #3, 2021.

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

Airport news -- April Aero Time Hub article "U.S. Airlines Gauge Positive Outlook on Surge in Leisure Travel Demand" and Aviation News Today "Fitch: Passenger Traffic Rebounds But 'Normal' Not In Sight".

Paper for presentation at the 62nd International Meeting of the Transportation Research Forum, "Aviation Clusters: Addressing the Implications of COVID-19 and the CARES Act".

Link for Metropolitan Airports Commission (MAC) Commission minutes -- <https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>

February 2021 financial report, March 2021 accounts receivables, and airport statistics.

OPPORTUNITY FOR PERSONS TO BE HEARD

Pres Tanski mentioned that Mr. Dwight Morrison, Citizens Committee Environmental Concerns (CCEC) had requested to present but instead has submitted a letter. Mr. Werner read the letter entitled “Good – Future Mitigation \$\$, Bad – Abatement of Sources, Ugly – Lack of Citizen Involvement” in its entirety for the Board. He explained Mr. Morrison wanted to share the letter in Microsoft Teams format but was unable to join. A response will be sent for the two requests in the letter.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Peterson overviewed the air service marketing grant and recommended approval. Dir. McIsaac moved to accept and approve the resolution for the MnDOT grant for air service marketing and to authorize the Duluth Airport Authority’s President and Secretary to execute the grant. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Ms. Peterson reviewed the license agreement for display of advertising. Dir. Hansen moved to approve the resolution for the license agreement for the display of advertising between the Duluth Airport Authority and Duluth Pack. Dir. Fedora seconded. Roll call – all ayes – motion carried.

Mr. Werner spoke on the concession and lease agreement and recommended approval. Dir. Anderson moved to approve the resolution for the food, beverage and retail concession and lease agreement between the Duluth Airport Authority and Oakwell’s Commuter Rail, LLC (Arrowhead Taphouse). Dir. Fellman seconded. Roll call – all ayes – motion carried.

Mr. Werner reviewed the land lease agreement and recommended approval. Dir. Fedora moved to approve the resolution for the land lease agreement between the Duluth Airport Authority and the Beier Properties, LLC. Dir. Fellman seconded. Roll call – all ayes – motion carried.

Mr. Werner briefed on the operation agreement and recommended approval. Dir. McIsaac moved to approve the resolution for the Sky Harbor operator agreement between the Duluth Airport Authority and Lake Country Air, LLC. Dir. Fellman seconded. Roll call – all ayes – motion carried.

Dir. McIsaac stated he would abstain from this conversation and resolution. Mr. Werner overviewed on the heating system replacement for Building 311 and recommended approval. Dir. Anderson moved to approve the resolution for Building 311 mechanical heating system replacement agreement between the

Duluth Airport Authority and the Jamar Company. Dir. Hansen seconded. Roll call – Dir. McIsaac and Dir. Fellman abstained. Pres. Tanski, Dir. Fedora, Dir. Anderson, and Dir. Hansen ayes – motion carried.

Mr. Werner reviewed the property and equipment insurance and recommended approval. Dir. McIsaac moved to approve the resolution authorizing an agreement to insure certain Duluth Airport Authority property and equipment under the City of Duluth's property and boiler insurance policies in the amount of \$64,482.20. Dir Anderson seconded. Roll call – all ayes – motion carried.

Mr. Werner summarized on the ACRGP grants and recommended Items H and I be combined in one vote. Dir. Fedora moved to approve the resolutions to accept and approve Airport Coronavirus Response Grant Program (ACRGP) grant 3-27-0024-067-2021 in the amount of \$1,641,598 and ACRGP grant 3-27-0024-067-2021 in the amount of \$1,641,598, and to authorize the Duluth Airport Authority's President and Secretary to execute the grants. Dir Fellman seconded. Roll call – all ayes -- motion carried.

President Tanski adjourned the April 20th DAA board meeting at 8:50 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  DATE: 12 May 21



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

Draft

MINUTES OF THE SPECIAL MEETING

DATE: April 29, 2021

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

DIRECTORS PRESENT: Anna Tanski

DIRECTORS PARTICIPATING VIA ELECTRONICS

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

DIRECTORS ABSENT: Craig Fellman

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Mark Papko, Director of Operations
Steve Hanke, Deputy City Attorney
Scott Sannes, SEH

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Kathy Leon, Confidential Bookkeeper
Shawn McMahon, SEH

President Tanski welcomed everyone to the DAA Special Board meeting and called the meeting to order at 8:03 a.m. She noted herself, Mr. Tom Werner, Executive Director, Mr. Steve Hanke, Deputy City Attorney, Mr. Mark Papko, Director of Operations, Mr. Scott Sannes, SEH, and Mary Ann Wittkop, Recording Secretary as present and reviewed how the meeting would proceed.

NEW BUSINESS

Mr. Werner briefed on the terminal roof issues. Staff recommends approval and propose considering all three resolutions under one vote as each is equal in the same in terms of approval or not. At 8:05 a.m. Pres. Tanski stated the DAA meeting will now close pursuant to Minnesota Statutes Section 13D.05, Sub. 3(b) to discuss litigation strategy with legal counsel regarding terminal roof leakage issues.

DAA Special Minutes

April 29, 2021

Page 2

At 8:23 a.m. the regular meeting was open to the public pursuant to Minnesota Statutes Chapter 13D. Pres. Tanski overviewed the discussion and outcome and resumed the process of voting on the three resolutions, noting Dir. Fellman as absent from the meeting. Dir. McIsaac moved to approve the resolution for the construction and settlement agreement with the Jamar Company to replace James L. Oberstar terminal roof at reduced cost of \$178,500; resolution to approve the settlement with Kraus-Anderson Construction Company in the amount of \$10,000 plus in-kind project and safety management services regarding James L. Oberstar terminal roof issues and resolution to approve the settlement with RS&H, Inc. in the amount of \$140,000 regarding James L. Oberstar terminal roof issues. Dir. Anderson seconded. Roll call – Dir. Hansen, Dir. Maki, and Dir. Fedora ayes. Motion carries.

President Tanski adjourned the April 29th Special DAA board meeting at 8:24 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  DATE: 12 May 21

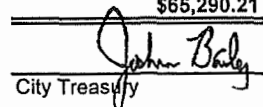
**Duluth Airport Authority
Operating Check Register
15-Apr-21**

DAA Operating Check Register #14-2021

Document Number	Date	Transaction Type	Payee	Amount
10067	4/15/2021	BILLPMT	A.W. Kuettel & Sons, Inc	\$489.00
10068	4/15/2021	BILLPMT	Activar Plastic Products Group	\$646.46
10069	4/15/2021	BILLPMT	Aramark	\$58.59
10070	4/15/2021	BILLPMT	Auto-Owner's Insurance	\$7,383.20
10071	4/15/2021	BILLPMT	Bodin, Joelle	\$60.00
10072	4/15/2021	BILLPMT	Century Link	\$334.88
10073	4/15/2021	BILLPMT	City Of Duluth Comfort Systems	\$4,556.98
10074	4/15/2021	BILLPMT	Doorco	\$5,000.00
10075	4/15/2021	BILLPMT	General Security Services Corporation	\$20,092.31
10076	4/15/2021	BILLPMT	Johnson Controls	\$5,659.40
10077	4/15/2021	BILLPMT	Kaysen, Jana	\$60.00
10078	4/15/2021	BILLPMT	Lake Superior Helicopters	\$4,828.03
10079	4/15/2021	BILLPMT	Leon, Kathy	\$60.00
10080	4/15/2021	BILLPMT	Lyons, Kevin	\$60.00
10081	4/15/2021	BILLPMT	MacQueen Equipment, Inc.	\$321.74
10082	4/15/2021	BILLPMT	Menards - Hermantown	\$504.70
10083	4/15/2021	BILLPMT	Minnesota Petroleum Service	\$95.13
10084	4/15/2021	BILLPMT	Minnesota Pollution Control Agency	\$25.00
10085	4/15/2021	BILLPMT	NAPA Auto Parts	\$50.26
10086	4/15/2021	BILLPMT	Northern Engine & Supply	\$69.08
10087	4/15/2021	BILLPMT	Northern Tool & Equipment	\$74.99
10088	4/15/2021	BILLPMT	Papko, Mark	\$60.00
10089	4/15/2021	BILLPMT	Peterson, Natalie	\$60.00
10090	4/15/2021	BILLPMT	Pro Print	\$320.62
10091	4/15/2021	BILLPMT	Quadient Leasing USA, Inc.	\$266.82
10092	4/15/2021	BILLPMT	Republic Parking System, LLC	\$3,300.00
10093	4/15/2021	BILLPMT	Short Elliott Hendrickson Inc.	\$2,322.28
10094	4/15/2021	BILLPMT	Sinnott, Paul	\$60.00
10095	4/15/2021	BILLPMT	Smith, Troy R	\$60.00
10096	4/15/2021	BILLPMT	Taylor, Dan	\$60.00
10097	4/15/2021	BILLPMT	Techniques Inc	\$1,083.84
10098	4/15/2021	BILLPMT	Timm, Kenneth	\$60.00
10099	4/15/2021	BILLPMT	Viking Industrial Center	\$281.00
10100	4/15/2021	BILLPMT	Wabrowetz, Steve	\$60.00
10101	4/15/2021	BILLPMT	Welch, Ryan	\$60.00
10102	4/15/2021	BILLPMT	Werner, Thomas	\$60.00
10103	4/15/2021	BILLPMT	Wittkop, Mary Ann	\$60.00
10104	4/15/2021	BILLPMT	Ziegler, Inc.	\$7,190.85
Total				\$65,795.16
VOID Checks 10048 - 10066 Print Error				\$0.00
VOID Check #10016 to Delta Airlines				-\$504.95
TRANSFER TOTAL				\$65,290.21


Airport Director

Airport Authority


City Treasurer

Duluth Airport Authority
DAA Operating Check Register #15-2021
April 22, 2021

Document Number From 10110 To 10128

Document Number	Date	Transaction Type	Payee	Amount
10110	4/22/2021	BILLPMT	Aramark	\$166.19
10111	4/22/2021	BILLPMT	City Of Duluth Comfort Systems	\$3,981.15
10112	4/22/2021	BILLPMT	City Of Duluth, Minnesota	\$61.20
10113	4/22/2021	BILLPMT	Dalco	\$58.97
10114	4/22/2021	BILLPMT	Federal Express Corporation	\$10.98
10115	4/22/2021	BILLPMT	Grey Wall Software LLC	\$10,450.00
10116	4/22/2021	BILLPMT	Hermantown Radiator Repair	\$235.13
10117	4/22/2021	BILLPMT	iFIDS.com Inc.	\$125.00
10118	4/22/2021	BILLPMT	Jamar Company	\$7,675.00
10119	4/22/2021	BILLPMT	Menards - Hermantown	\$67.94
10120	4/22/2021	BILLPMT	Metro Sales, Inc.	\$257.78
10121	4/22/2021	BILLPMT	Minnesota Power	\$30,343.94
10122	4/22/2021	BILLPMT	NAPA Auto Parts	\$103.57
10123	4/22/2021	BILLPMT	Office Enterprises Incorporated	\$198.54
10124	4/22/2021	BILLPMT	Pace Analytical Services, Inc	\$645.00
10125	4/22/2021	BILLPMT	Spectrum Business	\$134.38
10126	4/22/2021	BILLPMT	St. Joseph Equipment Inc.	\$861.41
10127	4/22/2021	BILLPMT	Viking Automatic Sprinkler	\$1,335.00
10128	4/22/2021	CHK	WF Bus Payment Processing - Joelle	\$7,259.78
Total				\$63,970.96



Airport Director

Airport Authority




City Treasury

Duluth Airport Authority
DAA Operating Check Register #16-2021
April 29, 2021

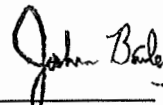
Document Number From 10129 To 10143

Document Number	Date	Transaction Type	Payee	Amount
10129	4/29/2021	BILLPMT	Airport Signs & Graphics	\$290.00
10130	4/29/2021	BILLPMT	Blueglobes LLC	\$1,520.71
10131	4/29/2021	BILLPMT	Bonnell Industries Inc.	\$4,678.34
10132	4/29/2021	BILLPMT	Curtis Oil & Propane	\$184.00
10133	4/29/2021	BILLPMT	Kaman Industrial Technologies	\$26.92
10134	4/29/2021	BILLPMT	Marsden Building Maintenance	\$16,094.36
10135	4/29/2021	BILLPMT	Menards - Hermantown	\$89.75
10136	4/29/2021	BILLPMT	Minnesota State Auditor	\$15,510.50
10137	4/29/2021	BILLPMT	NAPA Auto Parts	\$136.26
10138	4/29/2021	BILLPMT	Peterson, Natalie	\$95.88
10139	4/29/2021	BILLPMT	Peterson, Natalie	\$166.91
10140	4/29/2021	BILLPMT	Pine River Sales	\$4,446.94
10141	4/29/2021	BILLPMT	Pro Print	\$142.94
10142	4/29/2021	BILLPMT	Sam's Club	\$99.99
10143	4/29/2021	CHK	WF Bus Payment Processing - Tom	\$1,366.65
Sub-Total				\$44,850.15
VOID Check Number 9984				-327.89
Total				\$44,522.26



Airport Director

Airport Authority



City Treasury

Duluth Airport Authority
DAA Operating Check Register #17-2021
May 7, 2021

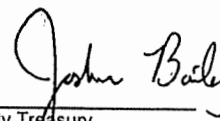
Document Number From 10144 To 10172

Document Number	Date	Transaction Type	Payee	Amount
10144	5/7/2021	BILLPMT	Acme Tools	\$330.12
10145	5/7/2021	BILLPMT	Aramark	\$56.38
10146	5/7/2021	BILLPMT	Barnum Companies, Inc.	\$5,977.58
10147	5/7/2021	BILLPMT	Brock White Company LLC	\$776.00
10148	5/7/2021	BILLPMT	Cartier Agency	\$13,125.00
10149	5/7/2021	BILLPMT	Citon	\$5,250.62
10150	5/7/2021	BILLPMT	Curtis Oil & Propane	\$279.94
10151	5/7/2021	BILLPMT	Dalco	\$667.68
10152	5/7/2021	BILLPMT	Fastenal Company	\$124.10
10153	5/7/2021	BILLPMT	General Security Services Corporation	\$18,512.44
10154	5/7/2021	BILLPMT	Goodin Company	\$112.00
10155	5/7/2021	BILLPMT	Grainger	\$407.75
10156	5/7/2021	BILLPMT	Guardian Pest Solutions	\$175.25
10157	5/7/2021	BILLPMT	Inter City Oil (ICO)	\$2,978.00
10158	5/7/2021	BILLPMT	Jamar Company	\$1,940.00
10159	5/7/2021	BILLPMT	Konecranes	\$2,101.00
10160	5/7/2021	BILLPMT	Menards - Hermantown	\$62.92
10161	5/7/2021	BILLPMT	Menards - West Duluth	\$317.64
10162	5/7/2021	BILLPMT	Minnesota Power	\$25,681.87
10163	5/7/2021	BILLPMT	Nextera Communications	\$1,263.89
10164	5/7/2021	BILLPMT	Northland Fire & Safety, Inc.	\$280.80
10165	5/7/2021	BILLPMT	Orrey, John	\$204.99
10166	5/7/2021	BILLPMT	Pomp's Tire Service, Inc.	\$61.51
10167	5/7/2021	BILLPMT	Praxair Distribution Inc.	\$44.63
10168	5/7/2021	BILLPMT	Sam's Club	\$32.16
10169	5/7/2021	BILLPMT	Schindler Elevator Corp	\$1,307.46
10170	5/7/2021	BILLPMT	Viking Industrial Center	\$65.56
10171	5/7/2021	BILLPMT	Volaire Aviation Inc.	\$2,000.00
10172	5/7/2021	BILLPMT	Wabrowetz, Steve	\$249.99
Total				\$84,387.28



Airport Director

Airport Authority



City Treasurer

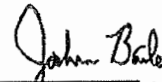
**Duluth Airport Authority
DAA Construction Check Register
April 21, 2021**

Document Number From 10105 To 10109 #42021

Document #	Date	Transaction Type	Payee	Amount
10105	4/21/2021	BILLPMT	1 A.W. Kuettel & Son's, Inc.	\$55,601.80
10106	4/21/2021	BILLPMT	1 MediaUSA Adverising Inc	\$500.00
10107	4/21/2021	BILLPMT	1 Reynold Smith & Hills, Inc.	\$778.75
10108	4/21/2021	BILLPMT	1 Short Elliott Hendrickson	\$180,280.31
10109	4/21/2021	BILLPMT	1 Swim Creative	\$12,160.32
Total				\$249,321.18



Airport Director



City Treasury

GENERAL OFFICE
Ogden, Utah

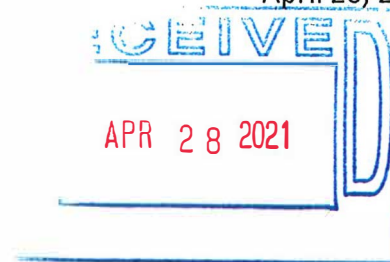
2805 Washington Blvd. (Zip 84401)
P.O. Box 590
Ogden, UT 84402

PHONE (801) 621-5735
FAX (801) 627-1590
www.overlandwest.com



April 26, 2021

Mr. Tom Werner
Executive Director
Duluth International Airport
4701 Grinden Drive
Duluth, Minnesota 55811



Re: Notice of Termination

Dear Mr. Werner,

Overland West, Inc. d.b.a. Hertz Rent A Car, currently operating at the Duluth International Airport, is sending this letter as our official notice of termination of our on-airport car rental lease agreement. Per Section 2 TERM, found on page 2 of the car rental concession agreement, we understand that either party may terminate this agreement without cause provided written notice is given forty-five (45) days prior to the termination date. Our last day of operation will be June 10, 2021.

We regret that we have had to make the difficult choice to end our relationship with the Duluth International Airport. The circumstances surrounding the Covid-19 pandemic have proven to be far reaching and we, like other car rental companies, find ourselves facing vehicle shortages and significant losses in revenue. It seems our smaller locations, such as Duluth, have been hit the hardest. The seasonal market in Duluth, coupled with the slow return of the corporate traveler, have given us little choice but to try and stop hemorrhaging and focus on markets that are recovering much faster.

We have enjoyed our relationship with you, Janna Kayser and the Duluth International Airport and are sorry to be in a situation that has forced us to vacate the Duluth market.

Please let us know if you need anything further from us regarding the termination of our current lease.

Best Regards,



Barbara Lam-Hales

Manager Rental Operations

Overland West, Inc. d.b.a. Hertz Rent A Car

CC: Jerry Simonson, Manager Hertz Rent A Car Duluth, Minnesota
Steve Jones, Vice President, Overland West, Inc. d.b.a. Hertz Rent A Car Ogden, Utah

IV B



Citizens Committee for Environmental Concerns

Dwight Morrison and Faye Topliff, Co-chairs, 218-413-8828, 5560 Highway 194, Hermantown, Minnesota 55811

To: FAA / DAA / Noise Study Participants: 4/12/2021
Fr: Citizens Committee for Environmental Concerns
Re: GOOD- Future Mitigation \$\$, BAD- Abatement of sources UGLY- Lack of Citizen Involvement
Cc: Airport Zoning Board / St. Louis Co. Board / Town Boards

The Citizens Committee for Environmental Concerns needs to help in reducing the 'high noise' levels of Aircraft noise at the Duluth Airport in the future. We thank the Duluth Airport Authority for supporting of the FAA 150 Noise Study that has recently been completed. In looking for a memorable way to view the study results, we have used one of Clint Eastwood's movies - "The Good, The Bad, and the Ugly."

THE GOOD: Future Noise Mitigation \$\$ The FAA 150 Noise Study was good in that it has met the directors stated outcome of - "noise mitigation". The DAA and its director have received from the FAA study the outcome that it desired - Future funding proposals by the study for the buying of affected homes assaulted by airport noise, and the zoning to stop future development around the Airport. There is even a plan for insulation of peoples homes from the noise, provided that they sign away their ability to generate noise complaints. This is claimed to be GOOD for the future of the Duluth Airport.

THE BAD: Abatement of Noise Source The FAA Study information was rather lengthy and yet, did not deliver what citizens around the airport wanted - "Reduction of Noise at the Source (I.E. the Duluth Airport)" This is BAD for the people around the Airport, for it allows the airport to generate noise at high levels into the future. With the Covid 19 epidemic and its reduction in air travel, we have experienced a year of reduced commercial jet noise - though the National Guard jets have made up for many of the reductions.

THE UGLY: Lack of Citizen Involvement From the first time that the C.C.E.C. heard of the FAA 150 Noise Study on the TV news, we concluded that local citizens were not active participants in the possibility of airplane noise reduction. We complained about not being included in the process, and were told that the FAA process included an opportunity to participate. The FAA 150 Noise Study participation started with meeting #1, but that is when it started to get UGLY. The FAA 150 Noise Study participation was UGLY because the group consisted of about 4 citizens from the community, and about 25 other aircraft bias participants. The use of the FAA 150 Noise Study contractor, by loading committees with bias participants makes it an UGLY process.

It got even more UGLY when my C.C.E.C. representation was eliminated by my life threatening leg infection that hospitalized me for the next six month (meetings #2 and #3). I returned for meeting #4 that was the conclusion of the study and the really UGLY final report. That Final report by the FAA contractor had totally ignored the need by citizens to reduce noise at the Duluth Airport. For over a half million dollars, the FAA contractor could not recommend any noise Abatement at the source.

Please consider the honest involvement of citizens around the Airport in the future. The C.C.E.C. would like to see a fair and legitimate effort to reduce Airport noise in Duluth by 1) establishing a representative 'Noise Abatement Round Table' by 2022 and 2) put in place a 'Noise complaint Phone Line' to collect citizen complaints. We realize that the biased FAA 150 Noise Study is complete for this year, but we can only hope that the future 'Round Table' discussions can result in noise reduction.

We also request the following public information from the DAA in Duluth:

- A) The FAA150 Noise Study agreements between Duluth, the FAA, and the contractor. This information will establish where the agreement went in error in intent, funding, and monitoring.
- B) The noise Abatement processes if any is presently used to reduce aircraft noise at the Duluth Airport. This will be a baseline for authentic discussions by the 'Round Table' about noise reduction.

Sincerely:

Dwight Morrison, CCEC, 5560 Highway 194, Hermantown, Mn. 55811



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

April 30, 2021

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

Mr. Morrison,

Thank you for reaching out with your concerns regarding the public involvement and Noise Compatibility Program (NCP) elements of the Duluth International Airport (DLH) Part 150 Study. The CCEC was present at the May 21st, 2019 DAA board meeting where the Part 150 Study scoping process and public participation process was discussed. Two representatives of the CCEC attended and spoke at this board meeting and were encouraged to participate in the study. During early stages of the project kick-off, the Duluth Airport Authority (DAA) identified the CCEC as a critical stakeholder that should be included in the Part 150 Study process. On August 9th, 2019, several months before the project was officially announced to the public via local media outlets, DAA staff, board members and the consultant team provided a coordination meeting to the CCEC. During this meeting, the CCEC was informed that any meaningful information provided to the study team would be considered for incorporation into the study. To date the study team has not received any additional input suggestions or specific NCP recommendations from the CCEC.

The CCEC was formerly invited, through an invitation, to participate in the Part 150 process as a member of the PAC. This invitation was sent to the CCEC approximately 1 month prior to any news release statements related to the Part 150 Study, which is contradictory to your recent letter. As the PAC is a voluntary group, the study team cannot force members of the public to participate. Typically, the PAC membership is made up of elected officials from the local, county and state levels, airport stakeholders, local business, and planning representatives as well as public interest groups such as the CCEC. We feel the PAC has an excellent combination of members with distinct value to the committee. All materials presented in a public forum were first peer-reviewed by the PAC. In addition, multiple coordination meetings were held with elected officials and city planning representatives from each municipality near the Airport.

The study team realizes for a period of the project the CCEC was not able to participate due to medical issues, however once the CCEC re-initiated contact with the study team, the study team instructed the CCEC that all study materials were available on the study website including recordings and presentation materials for the PAC and Public Workshops. To date the study team has received no questions or comments from the CCEC on the study input data or resulting noise contours. The CCEC has not responded to requests from the study team, in a letter sent February 12th, 2021, offering to evaluate additional noise abatement options proposed by the CCEC.



DULUTH INTERNATIONAL AIRPORT

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In addition to the public involvement opportunities provided by the PAC, the public was invited to participate in the Part 150 process through three Public Workshops thus far in the process. Public invitations to these workshops have included postcard invitations (666 individual postcards to each public workshop) to surrounding property owners, social media posts, press releases and other methods. These meetings included presentations of project materials, analysis and recommendations as well as opportunities for the public to ask questions and provide feedback, both during the event and for a period of 30 days after.

A summary of public involvement opportunities so far is summarized below:

- Public Workshops (3)
 - o October 2019
 - o August 2020
 - o February 2021
- Planning Advisory Committee Meetings (4)
 - o September 2019
 - o March 2020
 - o September 2020
 - o February 2021
- Master Plan Open House – Included a Part 150 Study Project Information Station
 - o September 2019
- The project website includes project background information, FAQ including how to get involved, meeting information and an ongoing opportunity to submit questions or comments.

Additional stakeholder input has been gathered through the following outreach meetings:

- Land Use Mitigation Recommendations Review meetings with City of Duluth, City of Hermantown, City of Rice Lake and Saint Louis County.
- Noise Compatibility Plan review meeting with the City of Rice Lake (opportunities to meet were also offered to Cities of Duluth and Hermantown and Saint Louis County).

The purpose of conducting a Part 150 Noise Compatibility Study is to identify potential measures to reduce the impacts of noise from existing aircraft operations on incompatible land uses within the 65+ DNL contour (FAA impact threshold), and to discourage the introduction of new incompatible land uses within the 65+ DNL contour. Due to the location of the homes that are impacted by the 65 DNL noise contour and the proximity of non-impacted homes and noise-sensitive institutions (schools, hospitals, places of worship) to the south of the Airport, the movement of flight tracks and or modification of flight profiles would have little to no benefit to the impacted homes while potentially impacting additional homes that were not previously impacted. The study team feels that offering a voluntary property acquisition, sound insulation and aviation easement program and recommending zoning modifications



DULUTH INTERNATIONAL AIRPORT

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to surrounding communities, in lieu of viable noise abatement options, is the most appropriate course of action moving forward.

In the CCEC's most recent letter there were references to a Noise Abatement committee and a noise complaint telephone hotline. Included in the current NCP recommendations are Program Management Alternatives that specifically discuss the implementation of a Noise Roundtable and the development of a more formal noise complaint process. Hopefully the CCEC has had time to review that information in its entirety, as those are issues that the CCEC requested be addressed at the onset of this process and are included in the NCP recommendations that was presented to the PAC and at Public Workshop #3. The study team would like to reiterate the offer provided to the CCEC to suggest potential noise abatement alternatives that may not have been considered for evaluation previously. Please make your suggestions by June 15 and they will be evaluated per FAA guidelines.

We look forward to your input and participation in this process.

Sincerely,

Tom Werner

Digitally signed by Tom
Werner
Date: 2021.04.30
08:27:00 -05'00'

Tom Werner, C.M.
Executive Director
Duluth Airport Authority

IVC

Community Project Funding Application

Duluth International Airport

Duluth, Minnesota

April 21, 2021

Executive Summary

Project Overview

The Duluth Airport Authority is requesting \$10,000,000 in federal funding for the replacement of the airport-owned 70-year-old Air Traffic Control Tower (ATCT) at the Duluth International Airport (DLH). The funding will replace the aging facility with a control tower that meets current design standards, improves safety, and provides the necessary infrastructure support needed by DLH. See **Appendix A** for detailed information about the proposed project.

The Airport

Duluth International Airport provides a critical connection for our region by providing access to the air transportation system. With multiple commercial flights per day, DLH connects travelers to their destinations throughout the country and beyond. In addition to commercial air service provided by Delta Air Lines and United Airlines, the airport is home to key tenants including Cirrus Aircraft, Monaco Air, Lake Superior College, Lake Superior Helicopters, an MRO facility, and the 148th Fighter Wing of the Minnesota Air National Guard. These tenants depend on the public service provided by the ATCT.

The Duluth International Airport (DLH) sees a unique mix of general aviation aircraft, commercial airline service, high-speed military aircraft and research and development flights. Additionally, DLH often serves international flights clearing Customs and Border Protection from aircraft traveling along the Great Circle Routes from Europe to the Western United States. Providing sufficient line-of-sight through a state-of-the-art air traffic control tower will ensure the safe operations of aircraft operating at and around DLH.

Between 2015 and 2019 over \$35 million in infrastructure investment was spent to make needed upgrades and modernize the Airport. Future infrastructure investment between 2020 and 2030 is estimated to include an additional \$70 million. As the airport continues to modernize its airfield and develop the southwest business area for non-aeronautical and aeronautical use, a new control tower would be a catalyst for enhanced safety and efficiency that will allow the airport to continue to support the economic growth of the region.

Community Project Funding Appropriation Submittal

This submittal will provide the necessary information requested by the appropriations committee to understand the Air Traffic Control Replacement project at the Duluth International Airport. The following sections correlate to the requested information.

Contents

Letter of Transmittal
Executive Summary
Contents

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Appendix A	Project Summary Flyer
Appendix B	Capital Improvement Plan
Appendix C	Letters of Support
Appendix D	2019 Building Condition Assessment

Community Project Funding Application

Duluth International Airport

Prepared for House Committee on Appropriations

1 Documentation the Project is on State Improvement Program

Planned airport improvement projects in the State of Minnesota are coordinated through the Minnesota Department of Transportation (MnDOT) – Aeronautics Capital Improvement Plan (CIP). All projects receiving either MnDOT or Federal Aviation Administration (FAA) funding are required to be shown on the state CIP.

The MnDOT CIP system is entered by state fiscal years which operate from July 1 to June 30. For example, State fiscal year 2022 occurs from July 1, 2021 to June 30, 2022.

The CIP for the Duluth International Airport is included in **Appendix B**. The Air Traffic Control Tower (ATCT) Replacement project is listed and is anticipated to be completed in four years, from 2022 to 2025. The following is a summary of the Air Traffic Control project elements.

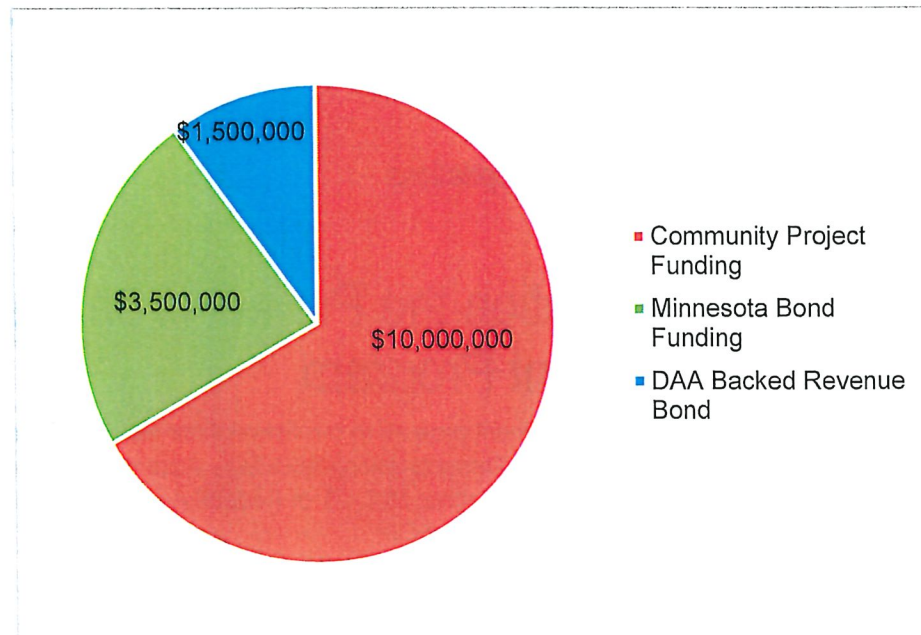
Airport Facilities Terminal Integration Laboratory (AFTIL) / Environmental	2022
ATCT Design	2023
ATCT Construction Phase 1	2024
ATCT Construction Phase 2	2025

2 Funding Sources

The preliminary estimate for construction of the ATCT facility is \$15M. The DAA is working with state and federal agency partners to complete the funding package. The initial request with these agency partners for funding include:

\$10M	Community Project Funding
\$3.5M	Minnesota Capital Investment (Bond Funding)
\$1.5M	DAA sponsored revenue debt

Figure 1 – Project Funding Sources



3 Letters of Support

The DAA has received multiple letters of support for the completion of the ATCT Replacement project, highlighting the critical nature of this project.

The following letters are included as part of this submittal in **Appendix C**:

- Minnesota Department of Transportation Commissioner
- Duluth International Airport Tenant Association

4 Project Phasing Discussion

The project will be broken down into four distinct phases: Preliminary studies/environmental, Final Design, Construction Phase 1, Construction Phase 2.

The DAA is currently undergoing a Master Plan which is a long-term comprehensive plan for the airport. As part of this study the DAA completed a Building Condition Assessment and Architectural History Review for the existing ATCT structure in anticipation of the replacement project. The planning process included extensive stakeholder engagement and analysis of the alternative tower siting locations. The Building Condition Assessment is included in **Appendix D**.

- Preliminary studies and environmental. This phase will expand on information obtained as part of the Master Plan project. The FAA will require a tower siting study to be completed, which includes siting analysis as the Air Facilities Tower Integration Laboratory. The siting study allows FAA approval for the new site. Additionally, during this phase, the preliminary site layout will be coordinated with FAA for National Environmental Policy Act (NEPA) determinations. The site concept, layout, cost estimates and construction phasing will be refined during this phase.

- Final design. The design phase coordinates the design documents from preliminary design through bidding to contract award. This phase will include stakeholder engagement with key users of the facility, as well as tenants on the airfield.
- Construction Phase 1. The first of two construction phases will focus on site preparation, existing site demolition, utility coordination, and any other necessary items to allow for subsequent phase of construction work.
- Construction Phase 2. The second phase will be the construction of the ATCT and associated facilities. Upon completion of this phase, the ATCT will be active and providing services to DLH.

5 Public Involvement

The DAA values stakeholder engagement in all projects. The ATCT replacement project has included several engagement efforts to date, and stakeholder engagement will continue through all future project phases.

5.1 Involvement to Date

The ATCT replacement project has been a large component of the ongoing DLH Master Plan Vision 2040 and the associated public involvement. The Master Plan development began in 2019 and will continue through 2022 and will identify projects, which may be implemented at varying times as needed in the 20-year planning term.

The main goal of a Master Plan is to provide the framework necessary to guide future development that will cost-effectively meet aviation demand, while considering potential environmental and socioeconomic impacts. The Master Plan included a ATCT Technical Advisory Group which served as a topic-specific working group established to evaluate and provide feedback on ATCT needs and replacement alternatives.

Multiple meetings were held in 2020 and included representation from: 148th Fighter Wing, Monaco Air, Cirrus Aircraft, Lake Superior Helicopters, Duluth Flying Club, FedEx, Lake Superior College, Allete, Delta Global Services (DGS, now Unify), FAA Air Traffic Control, and City of Duluth. All materials and meeting packets from the above-mentioned meetings are available for public review on the project website www.duluthairport.com/masterplan

Additional opportunities for public involvement during the Master Plan process have and will include Public Open Houses. The Air Traffic Control Tower replacement was presented as a key focus area of the Master Plan at an Open House on September 17, 2019. The meeting provided opportunity for written and oral feedback. Additional public open houses and engagement events will be held throughout the remainder of the Master Plan process and will provide additional opportunity for public outreach.

5.2 Future Public Involvement

The DAA will develop a formal Public Involvement Plan for the ATCT replacement project. The plan will document how the DAA will engage with project stakeholders to inform, educate and solicit feedback throughout the ATCT planning, design and construction process.

5.2.1 Stakeholders

Through this process, the DAA will identify stakeholders and the methods and techniques for outreach. Stakeholders that will be engaged throughout the process may include:

5.2.1.1 Off Airport Stakeholders

- General public
- Surrounding communities and residents
- Area businesses
- Duluth Chamber of Commerce
- Military Affairs Committee
- Hermantown Chamber of Commerce
- Superior Chamber of Commerce
- Visit Duluth
- Northern Aero Alliance
- APEX
- Duluth Economic Development Authority (DEDA)
- Duluth Seaway Port Authority
- Metropolitan Interstate Council (MIC)
- Iron Range Resources and Rehabilitation Board (IRRRB)
- Citizen's Committee for Environmental Concerns
- Arrowhead Regional Development Commission (ARDC)
- Congressional delegation
- Media

5.2.1.2 Federal Agencies

- Federal Aviation Administration (FAA)
 - Airports District Office (ADO)
 - Tech Ops
 - Flight Procedures
 - Air Traffic Control Tower (ATCT)
- United States Customs and Border Protection (USCBP)
- United States Army Corps of Engineers (USACE)
- Transportation Security Administration (TSA)
- National Weather Service (NWS)
- National Guard Bureau

5.2.1.3 State Agencies

- Minnesota Department of Transportation (MnDOT)
- Minnesota Department of Natural Resources (MNDNR)
- Minnesota Pollution Control Agency (MPCA)
- Minnesota Air National Guard

5.2.1.4 Local Government

- Duluth Airport Authority (DAA)
- City of Duluth
- City of Hermantown
- City of Rice Lake
- Canosia Township
- St. Louis County
- Joint Airport Zoning Board (JAZB)
- City of Superior, Wisconsin

5.2.1.5 Airport Tenants

- Duluth International Airport Tenants Association (DIATA)
- 148th Fighter Wing
- Aircraft Rescue and Fire Fighting (ARFF)
- Monaco Air (FBO)
- Lake Superior College
- Lake Superior Helicopters
- Cirrus Aircraft
- FedEx
- Bemidji Aviation
- MRO Facility
- Delta Air Lines
- United Airlines
- SkyWest Airlines
- Landline
- Sun Country Airlines
- Unify
- Rental car agencies
- Allette
- Private hangar owners
- Flying clubs

5.2.1.6 Airport Users

- Airline passengers
- Based aircraft owners
- Transient airport users
- Charter operators

- Duluth Flying Club(s)
- Kern and Kompany
- Employees (of airport businesses)
- Commercial Vehicles

5.2.2 Anticipated Future Outreach Techniques

The following outreach techniques will be utilized throughout the project. The techniques and schedule of engagement used will be evaluated and modified as needed throughout the project to meet stakeholder needs.

The DAA plans to utilize several in-person engagement techniques. These include working groups and/or project committee meetings, one-on-one stakeholder engagement, open houses, and community hosted/stakeholder meeting attendance (presentations at stakeholder meetings such as the Runway Safety Action Team, Metropolitan Interstate Council, Chamber of Commerce, and other meetings.

Written and online engagement will include project updates on the airport website, airport newsletters, social media and press releases.

6 National Environmental Policy Act (NEPA) Category of Action

Projects with federal actions (funding, permit, license, etc), require compliance with the National Environmental Policy Act (NEPA). Depending on the type of project and its impacts, a Categorical Exclusion (CatEx), an EA or EIS will be needed. FAA Order 1050.1F contains the FAA's policies and procedures for compliance with NEPA and the Council of Environmental Quality's (CEQ's) implementing regulations.

According to Order 1050.1F, establishment or relocation of air traffic control towers normally requires an EA (FAA Order 1050.1F, Paragraph 3-1.2, b. (6)). The DAA has coordinated with the FAA Dakota-Minnesota Airport District Office (ADO) and the office agrees that an EA is the appropriate NEPA category of action.

7 Status of Environmental Review

Because the final location and project scope details have not yet been defined and must be defined through the FAA's AFTIL lab modeling process (which requires project funding to be in place), the airport cannot yet initiate the NEPA process. Although the formal NEPA process has not yet been initiated, the DAA is currently completing an Architectural History Review assessment as part of the ongoing Master Plan. This will evaluate any architectural history resources that may be present and will allow more accurate scoping of the NEPA process once it is initiated.

The DAA anticipates the NEPA review will be able to be completed within the 1-year time limit currently set by Executive Order.

8 Federal Funding History

To date no federal funding has been spent on the replacement of the ATCT. Several planning and stakeholder engagement elements related to the ATCT are included in the master planning effort which received a FFY 2019 FAA AIP grant.

9 Appropriate Use of Taxpayer Funding

The Air Traffic Control Tower at the Duluth International Airport provides essential services for the safety and efficiency of travel and air commerce for the entire region, including northern Minnesota and northwestern Wisconsin. The tower is owned by a public entity, providing a public service. This public service provides transportation, accessibility, and economic growth benefit for the region, and is therefore an appropriate use of taxpayer funds.

The tower is a necessary asset for the airfield that is a contributing factor to why businesses in the Duluth Aviation Cluster and the 148th Fighter Wing have made Duluth home. Transportation users of the facility include military operational and training flights, commercial air service, air cargo, and business and general aviation aircraft. The replacement project enhances airport safety, capacity, and security by providing updated facilities which meet FAA requirements and guidance. Additionally, removing the existing building will allow for potentially hazardous regulated materials to be removed according to best management practices.

As the air traffic control tower is a vital piece of the regional economy, it is imperative that the costs be shared by taxpayers. The Duluth Airport Authority can contribute a portion of the project costs but cannot fund the project in its entirety.

The Cities of Duluth, Hermantown, and Rice Lake as well as St. Louis County and the larger region, depend on the economic vitality and development that is driven by the facilities and services of DLH. The air traffic control tower is critical to DLH's ability to support keeping the region's economy strong.

Appendix A






Project Summary Flyer

Duluth International Airport (DLH)

AIR TRAFFIC CONTROL TOWER REPLACEMENT

THE CONTROL TOWER



-  Constructed in the mid 1950's
-  Owned and maintained by the Duluth Airport Authority
-  Does not meet FAA standards for line of sight requirements and is in deteriorating condition
-  \$500,000 in life, health and safety improvements made by the DAA since 2015
-  Serves a unique mix of military, general aviation and commercial service traffic

**Estimated Project Cost:
\$15 Million**

The Airport

The Duluth International Airport (DLH) sees a unique mix of general aviation aircraft, commercial airline service, high-speed military aircraft and research and development flights. Additionally, DLH often sees international flights clearing Customs from aircraft traveling along the Great Circle Routes from Europe to the Western United States. Providing sufficient line-of-sight through a state of the art air traffic control tower will ensure the safe operations of aircraft operating at and around DLH.

Between 2015 and 2019 over \$35 million in infrastructure investment was spent to make needed upgrades and modernize the Airport. Future infrastructure investment between 2020 and 2030 is estimated to include an additional \$70 million. As the airport continues to modernize its airfield and develop the southwest business area for non-aeronautical and aeronautical use, a new control tower would be a catalyst for enhanced safety and efficiency that will influence ultimate development opportunities.

Airport Annual Economic Impact

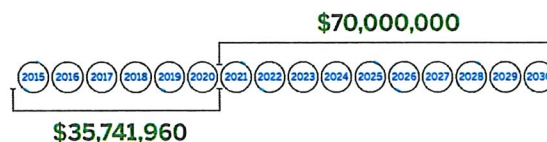
Duluth International Airport

\$760.6 Million
6,230 Jobs

(direct, indirect, induced)

Major Airport Operators

MRO Facility
Cirrus
Monaco Air
Lake Superior College
148th Fighter Wing
Delta Airlines
United Airlines
Lake Superior Helicopters



**Historical and Projected
Infrastructure Investment**


Capital Financing of a New ATC Facility


Historically, funding the replacement of the control tower has been a challenge for the Duluth Airport Authority. A control tower is not eligible under the FAA's Airport Improvement Program (AIP). Also, the facility is not owned by the Federal government; therefore, the FAA has limited mechanisms to invest in the existing control tower. Additionally, no other sources of federal funds are available to build a new FAA-owned facility.

The most expeditious path to building a new control tower is through DAA replacement and continued ownership. The Airport continues to pursue funding opportunities to ensure a new facility is constructed and operational before the existing control tower becomes unusable. A preliminary control tower siting analysis has occurred as part of the ongoing Vision 2040 Master Plan. An estimated height of 85' to 100' would be needed to meet requirements as outlined by the FAA. The FAA has indicated that funding needs to be secured before the agency initiates its siting analysis. The control tower is estimated to cost around \$15 million.

The Airport is interested in pursuing partial funding through an infrastructure package, the Transportation Appropriations bill, a State Bonding request and local funds from the Duluth Airport.

 www.duluthairport.com

 <https://www.facebook.com/duluthairport>

 Mailing list (electronic distribution): email DAA@DuluthAirport.com



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

Appendix B

Capital Improvement Plan

Capital Improvement Program Report

Minnesota Department of Transportation - Aviation Division
Duluth International Airport
Report Filter - Types: All, Statuses: All

Year	Project Name	Status	FAA	State	Local	Total
All Projects						
2021						
	HANGAR 101- (CONSTRUCTION)	CIP	0.00	175,000.00	75,000.00	\$250,000.00
	HANGAR 101 DEMO - DESIGN	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	SubTotal:		\$0.00	\$210,000.00	\$90,000.00	\$300,000.00
2022						
	ATCT - AFITL AND ENVIRONMENTAL	CIP	0.00	0.00	500,000.00	\$500,000.00
	HANGAR 101 - DEMO (CONSTRUCTION)	CIP	0.00	175,000.00	75,000.00	\$250,000.00
	HANGAR 101 DEMO - (DESIGN)	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	MULTI-PURPOSE SRE (FFY 2021)	CIP	890,776.00	49,488.00	140,072.00	\$1,080,336.00
	PAVEMENT MAINTENANCE	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	TAXILANE PAVEMENT REPAIR (T-HANGAR)	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	TAXIWAY A (PH 1) - CONSTRUCTION AND ENG (FFY 2021)	CIP	6,795,000.00	377,500.00	377,500.00	\$8,650,000.00
	TAXIWAY A (PH 1) - FINAL DESIGN (FFY 2021)	CIP	22,125.00	398,250.00	22,125.00	\$459,300.00
	TAXIWAY A (PH 1) - PRELIM DESIGN (FFY 2021)	CIP	85,950.00	4,775.00	4,775.00	\$95,500.00
	SubTotal:		\$7,793,851.00	\$1,250,013.00	\$1,224,472.00	\$11,385,136.00
2023						
	ATCT - DESIGN	CIP	0.00	0.00	500,000.00	\$1,500,000.00
	NEPA REVIEW FOR PERIMETER RD/HOLDING BAY (FFY 2022)	CIP	225,000.00	12,500.00	12,500.00	\$250,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	TAXILANE PAVEMENT REPAIR (T-HANGAR)	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	TAXIWAY A (PH 2) - DESIGN AND CONSTRUCTION (FFY 2022)	CIP	9,315,000.00	517,500.00	517,500.00	\$12,500,000.00
	SubTotal:		\$9,540,000.00	\$740,000.00	\$1,120,000.00	\$14,550,000.00
2024						
	ATCT - CONSTRUCTION (PHASE 1)	CIP	0.00	0.00	1,000,000.00	\$3,000,000.00
	HOLDING BAY CONSTRUCTION (FFY 2023)	CIP	2,700,000.00	150,000.00	150,000.00	\$3,000,000.00
	MITIGATION - TAXIWAY A (FFY 2023)	CIP	90,000.00	5,000.00	5,000.00	\$100,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	PERIMETER ROAD RELOCATION (FFY 2023)	CIP	2,700,000.00	150,000.00	150,000.00	\$3,000,000.00
	PERMITTING - TAXIWAY A (FFY 2023)	CIP	18,000.00	1,000.00	1,000.00	\$20,000.00
	SubTotal:		\$5,508,000.00	\$411,000.00	\$1,351,000.00	\$9,270,000.00

Year	Project Name	Status	FAA	State	Local	Total
2025						
	2 TON PICKUP TRUCK WITH BOX AND PLOW (REPLACE #24)	CIP	0.00	49,000.00	21,000.00	\$70,000.00
	ATCT - CONSTRUCTION PHASE 2	CIP	0.00	0.00	3,000,000.00	\$10,000,000.00
	ELECTRICAL VAULT RELOCATION (FFY 2024)	CIP	720,000.00	40,000.00	40,000.00	\$800,000.00
	MULTI-PURPOSE (REPLACE #31) (FFY 2024)	CIP	495,000.00	27,500.00	27,500.00	\$550,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	TAXIWAY A (PH 3) - ENG AND CONSTRUCTION (FFY 2024)	CIP	12,510,000.00	695,000.00	965,000.00	\$18,720,000.00
	TORO ZERO TURN COMMERCIAL MOWER	CIP	0.00	17,500.00	7,500.00	\$25,000.00
	TXY C RELOCATION AND TXY B EXT - NEPA REVIEW (FFY 2024)	CIP	225,000.00	12,500.00	12,500.00	\$250,000.00
	SubTotal:		\$13,950,000.00	\$946,500.00	\$4,118,500.00	\$30,565,000.00
2026						
	F250 3/4 TON CREW CAB TRUCK WITH PLOW AND LIFTGATE (REPLACE #8)	CIP	0.00	40,200.00	19,800.00	\$60,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	105,000.00	45,000.00	\$150,000.00
	REIMBURSABLE AGREEMENT - RWY 27 GS (FFY2025)	CIP	900,000.00	50,000.00	50,000.00	\$1,000,000.00
	REIMBURSABLE AGREEMENT - RWY 27 PAPI (FFY2025)	CIP	450,000.00	25,000.00	25,000.00	\$500,000.00
	TXY C RELOCATION AND TXY B EXT - EDR (FFY 2025)	CIP	180,000.00	10,000.00	10,000.00	\$200,000.00
	TXY C RELOCATION AND TXY B EXT - FINAL DESIGN (FFY 2025)	CIP	360,000.00	20,000.00	20,000.00	\$400,000.00
	SubTotal:		\$1,890,000.00	\$250,200.00	\$169,800.00	\$2,310,000.00
2027						
	BLOWER (REPLACE #22) (FFY 2026)	CIP	720,000.00	40,000.00	40,000.00	\$800,000.00
	GRADER (REPLACE #18) (FFY 2026)	CIP	315,000.00	0.00	35,000.00	\$350,000.00
	LOADER (REPLACE #21) (FFY 2026)	CIP	495,000.00	0.00	55,000.00	\$550,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	RUNWAY 3/21 RECONSTRUCTION - DESIGN (FFY 2026)	CIP	720,000.00	40,000.00	40,000.00	\$800,000.00
	TAXIWAY C RELOCATION - CONSTRUCTION (FFY 2026)	CIP	4,600,000.00	200,000.00	200,000.00	\$5,000,000.00
	SubTotal:		\$6,850,000.00	\$315,000.00	\$385,000.00	\$7,550,000.00
2028						
	NEPA REVIEW - RUNWAY 3/21 EXTENSION , TAXIWAYS B AND C (FFY 202)	CIP	315,000.00	0.00	35,000.00	\$350,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	PERIMETER ROAD RELOCATION - FINAL DESIGN, PLANS AND SPECIFICATIONS	CIP	90,000.00	0.00	10,000.00	\$100,000.00
	RUNWAY 3/21 EXTENSION - FINAL DESIGN, PLANS AND SPECIFICATIONS	CIP	0.00	0.00	600,000.00	\$600,000.00
	RUNWAY 3/21 RECONSTRUCTION - CONSTRUCTION (FFY 2027)	CIP	7,200,000.00	400,000.00	400,000.00	\$8,000,000.00
	TAXIWAY B EXTENSION - FINAL DESIGN, PLANS AND SPECIFICATIONS (FFY 2027)	CIP	180,000.00	0.00	20,000.00	\$200,000.00
	WETLAND MITIGATION (FFY 2027)	CIP	900,000.00	0.00	100,000.00	\$1,000,000.00

Year	Project Name	Status	FAA	State	Local	Total
	WETLAND PERMITTING (FFY 2027)	CIP	90,000.00	0.00	10,000.00	\$100,000.00
SubTotal:			\$8,775,000.00	\$435,000.00	\$1,190,000.00	\$10,400,000.00

2029						
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	PERIMETER ROAD RELOCATION - CONSTRUCTION (FFY 2028)	CIP	1,350,000.00	0.00	150,000.00	\$1,500,000.00
	PERIMETER ROAD RELOCATION - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2028)	CIP	180,000.00	0.00	20,000.00	\$200,000.00
SubTotal:			\$1,530,000.00	\$35,000.00	\$185,000.00	\$1,750,000.00

2030						
	ENTITLEMENT REPAYMENT - BEMIDJI	CIP	725,000.00	0.00	0.00	\$725,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	RUNWAY 3/21 EXTENSION - CONSTRUCTION	CIP	0.00	0.00	6,500,000.00	\$6,500,000.00
	RUNWAY 3/21 EXTENSION - CONSTRUCTION ENGINEERING AND ADMINISTRATION	CIP	0.00	0.00	1,000,000.00	\$1,000,000.00
	TAXIWAY B EXTENSION - CONSTRUCTION (FFY 2029)	CIP	2,250,000.00	0.00	250,000.00	\$2,500,000.00
	TAXIWAY B EXTENSION - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2029)	CIP	225,000.00	0.00	25,000.00	\$250,000.00
	TAXIWAY C EXTENSION - CONSTRUCTION (FFY 2029)	CIP	3,150,000.00	0.00	350,000.00	\$3,500,000.00
	TAXIWAY C EXTENSION - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2029)	CIP	450,000.00	0.00	50,000.00	\$500,000.00
SubTotal:			\$6,800,000.00	\$35,000.00	\$8,190,000.00	\$15,025,000.00

2031						
	GA APRON RECONSTRUCTION - ENGINEER'S DESIGN REPORT (FFY 2030)	CIP	90,000.00	0.00	10,000.00	\$100,000.00
	GA APRON RECONSTRUCTION, PHASE 1 - FINAL DESIGN, PLANS AND SPECIFICATIONS (FFY 2030)	CIP	180,000.00	0.00	20,000.00	\$200,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
SubTotal:			\$270,000.00	\$35,000.00	\$45,000.00	\$350,000.00

2032						
	GA APRON RECONSTRUCTION , PHASE 2 - FINAL DESIGN, PLANS AND SPECIFICATIONS (FFY 2031)	CIP	180,000.00	0.00	20,000.00	\$200,000.00
	GA APRON RECONSTRUCTION, PHASE 1 - CONSTRUCTION (FFY 2031)	CIP	3,600,000.00	0.00	400,000.00	\$4,000,000.00
	GA APRON RECONSTRUCTION, PHASE 1 - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2031)	CIP	360,000.00	0.00	40,000.00	\$400,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
SubTotal:			\$4,140,000.00	\$35,000.00	\$475,000.00	\$4,650,000.00

Year	Project Name	Status	FAA	State	Local	Total
2033						
	AIR CARGO RAMP - ENGINEER'S DESIGN REPORT (FFY 2032)	CIP	90,000.00	0.00	10,000.00	\$100,000.00
	AIR CARGO RAMP - FINAL DESIGN, PLANS AND SPECIFICATIONS (FFY 2032)	CIP	225,000.00	0.00	25,000.00	\$250,000.00
	GA APRON RECONSTRUCTION, PHASE 2 - CONSTRUCTION (FFY 2032)	CIP	3,600,000.00	0.00	400,000.00	\$4,000,000.00
	GA APRON RECONSTRUCTION, PHASE 2 - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2032)	CIP	360,000.00	0.00	40,000.00	\$400,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	SubTotal:		\$4,275,000.00	\$35,000.00	\$490,000.00	\$4,800,000.00
2034						
	AIR CARGO RAMP - CONSTRUCTION (FFY 2033)	CIP	4,050,000.00	0.00	450,000.00	\$4,500,000.00
	AIR CARGO RAMP - CONSTRUCTION ENGINEERING AND ADMINISTRATION (FFY 2033)	CIP	405,000.00	0.00	45,000.00	\$450,000.00
	MIDFIELD APRON EXPANSION - NEPA REVIEW (FFY 2033)	CIP	270,000.00	0.00	30,000.00	\$300,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	SubTotal:		\$4,725,000.00	\$35,000.00	\$540,000.00	\$5,300,000.00
2035						
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	SubTotal:		\$0.00	\$35,000.00	\$15,000.00	\$50,000.00
2036						
	MIDFIELD APRON EXPANSION - ENGINEER'S DESIGN REPORT (FFY 2035)	CIP	90,000.00	0.00	10,000.00	\$100,000.00
	MIDFIELD APRON EXPANSION - FINAL DESIGN, PLANS AND SPECIFICATIONS (FFY 2035)	CIP	315,000.00	0.00	35,000.00	\$350,000.00
	PAVEMENT MAINTENANCE	CIP	0.00	35,000.00	15,000.00	\$50,000.00
	SubTotal:		\$405,000.00	\$35,000.00	\$60,000.00	\$500,000.00
All Projects			\$76,451,851.00	\$4,837,713.00	\$19,648,772.00	\$118,755,136.00

Appendix C

Letters of Support



Minnesota Department of Transportation
395 John Ireland Boulevard
St. Paul, Minnesota 55155

February 25, 2021

Senator Amy Klobuchar
425 Dirksen Senate Office Building
Washington DC, 20510

Senator Tina Smith
720 Hart Senate Office Building
Washington DC, 20510

Congresswoman Betty McCollum
2256 Rayburn House Office Building
Washington, DC 20515

Congressman Pete Stauber
126 Cannon House Office Building
Washington DC, 20515

Re: Replacement of the Air Traffic control Tower at the Duluth International Airport

Dear Senators Klobuchar and Smith and Representatives McCollum and Stauber:

The Minnesota Department of Transportation (MnDOT) has reviewed and supports replacement of the air traffic control tower (ATC) at the Duluth International Airport (DLH) in Duluth, Minnesota.

Duluth's ATC facility is 70 years old and past its useful life. As a part of Minnesota's system of airports, the ATC services at DLH not only provide navigational assistance to approximately 65,000 annual operations at DLH every year, but also navigational assistance to pilots traversing the region to any number of airports in Northeast Minnesota.

In addition to the building's age and deterioration, the ATC facility has sightline limitations to parts of the airfield. The Duluth Airport Authority (DAA) has undertaken an airfield master plan project, which includes a suitable location for a new ATC facility that complements projected growth in airfield development and air commerce, among its primary objectives.

DLH is home to the Minnesota Air National Guard's 148th Fighter Wing. The ATC services are a critical component of their regular training missions in support of our national defense. The Duluth International Airport contributes \$760.6 million annually to the region's economy by facilitating daily commercial passenger, emergency medical and cargo flights. A viable ATC facility is critical to sustaining the growth of air commerce and emergency services vital to all Northeast Minnesota.

MnDOT has provided \$423,176 in grant funding since 2016, to the DAA to assist with life, health and safety sustaining projects.

Federal funding support is a critical component to initiating this long-over-due project in service of safe air transportation in Northeast Minnesota. I urge your support for this project's eligibility in the infrastructure bill to come.

Sincerely,

A handwritten signature in blue ink that reads 'Margaret Anderson Kelliher'.

Margaret Anderson Kelliher
Commissioner

cc: Tom Werner, Executive Director, Duluth Airport Authority
Nancy Daubenberger, Deputy Commissioner and Chief Engineer, MnDOT
Tim Henkel, Assistant Commissioner, MPPM, MnDOT
Jean Wallace, Assistant Division Director, MPPM, MnDOT
Cassandra Isackson, Director, Aeronautics, MnDOT

Equal Opportunity Employer

Duluth International Airport Tenants Association

April 5, 2021

Senator Amy Klobuchar
425 Dirksen Senate Office Building
Washington DC, 20510

Senator Tina Smith
720 Hart Senate Office Building
Washington DC, 20510

Congresswoman Betty McCollum
2256 Rayburn House Office Building
Washington, DC 20515

Congressman Pete Stauber
126 Cannon House Office Building
Washington DC, 20515

Re: Replacement of the Air Traffic Control Tower at the Duluth International Airport

Dear Senators Klobuchar and Smith and Representatives McCollum and Stauber:

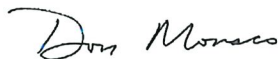
I am writing this letter on behalf of the Duluth International Airport Tenants Association and all of the tenants at Duluth International Airport to request your support for federal funding to replace the air traffic control tower ("ATCT") at Duluth International Airport in Duluth, Minnesota. The ATCT is 70 years old and has reached the end of its useful life.

Airport tenants include Delta Airlines, United Airlines, and charter operators such as Sun Country Airlines providing commercial air service; the Minnesota Air National Guard 148th Fighter Wing flying training and operational missions; a fixed base operator (Monaco Air Duluth) providing services for domestic and international transient corporate, recreational, medical, and military aircraft; an aircraft manufacturer (Cirrus Aircraft) which routinely conducts production and R&D test flights; three flight schools (Lake Superior College, Lake Superior Helicopters, and Fly Duluth); two aerial tour operators (Lake Superior Helicopters and Fly Duluth); two cargo operators (FedEx and UPS); a large commercial airline maintenance facility; and local aircraft owners such as Allete / Minnesota Power. This diverse mix of aircraft with different operating characteristics places a very high demand on the controllers working at the ATCT to safely manage flight and ground operations.

The Duluth Airport Authority is currently developing a 20-year master plan with substantial public input. The public, including tenants, have provided strong support to preserve air traffic control services at the airport to support our diverse flight and ground operations. The plan acknowledges the current ACTC does not provide all of the desired sight lines for controllers. A new ACTC is needed to provide improved visibility across the airfield to ensure safe operations for landing, departing, and taxiing aircraft, especially during challenging weather conditions in northeast Minnesota. A new ACTC will also allow for more reliable radio communications with ground vehicles and aircraft with fewer buildings potentially degrading the signal.

The tenants at Duluth International Airport urge you to support federal funding to replace the air traffic control tower to better support current operations and to facilitate future growth opportunities for current and future tenants.

Sincerely,



Don Monaco
President, Duluth International Airport Tenants Association
Owner, Monaco Air Duluth

4535 AIRPORT APPROACH ROAD
DULUTH, MN 55811
(218) 727-2911

Appendix D

2019 Building Condition Assessment



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2019 FACILITY CONDITION ASSESSMENT

INTRODUCTION

Building Number: 616

Building Name: Old Terminal / Tower

Ownership: DAA

Age: Approximately 1954

Size: 8,120 Sq. Ft. (ground floor)

Tenant/ Owner Type: Public / Operations

Use: Multi-use building include FAA, Engineers, & Lake
Superior Helicopter tenants

Construction Type: Combination of Brick, Pre-cast Concrete Panel, and Metal Panel

General Condition: 2-Building / 5-Roof and RTU's

BUILDING

Structural Systems

No structural deficiencies were observed with the building.

Building Shell

The exterior walls of the original building consist of a combination of load bearing brick masonry at main first floor level and third floor level (at west end), with precast concrete double-T wall panels at second floor level, and brick masonry and pre-finished metal wall panels at the air traffic control tower (ATCT) end. This brick masonry is in fair condition considering its age, but there are some locations with minor cracking and deterioration that were found in the brick masonry and at mortar joints in need of tuck-pointing. It is recommended that portions of the walls be re-pointed in the coming year to prevent water infiltration and further deterioration of the building. The upper precast concrete panels overall also appeared in fair condition, but paint finish and sealant were in poor shape. The paint finish was peeling at limited locations and sealant joint between panels is deteriorated, cracking, hardened and needs replacement. It is recommended to clean and re-paint upper precast concrete panel walls, and replace existing sealant at panel joints in the coming year to prevent water infiltration and further deterioration. The pre-finished metal wall panel cladding on the tower building appeared in good condition.

There were a number of existing openings in lower brick masonry portion of wall on the north side of the old terminal building that appeared to be infilled with studs and wood cladding. It was not visible if these infilled openings had a proper vapor barrier or insulation present within the wall. They were also not properly flashed at head and jambs meeting the brick masonry or at grade level. Sealant at head and jambs in contact with brick masonry was either not present or had failed, and in need of replacement. It is recommended that the walls be properly flashed and sealed to existing brick masonry construction at both head and jamb, along with flashing and sealant installed at base meeting concrete slab in the coming year to prevent water infiltration. Ongoing maintenance will be required to paint wood cladding at these infilled wall locations to prevent further deterioration. Recommendation would be to replace wood cladding with a pre-finished composite wood panel material, and install vapor barrier (warm side of room) and batt insulation in wall cavity if found to be not present.

Water intrusion was noted coming in along pipe/ conduit penetrations through the concrete foundation wall in the basement mechanical room and ponding on existing concrete floor slab, more prevalent at spring/ ground thaw cycle. There is no floor drain or sump located in this room. Attempts at sealing penetrations from inside of building have been unsuccessful. Recommend cleaning and sealing penetrations from outside building where they first penetrate the exterior foundation wall, which is believed to be located beneath a manhole near northwest corner of building. The interior concrete masonry units (CMU) wall in the basement mechanical room also had signs of efflorescence, possibly due to moisture getting in through the cavity of the wall. It is unknown the exact cause, and this could possibly be resolved when the building is re-roofed. Recommend cleaning of this masonry wall to remove current efflorescence, and monitor for signs of any new efflorescence coming through.

The interior floor system consisted of cast-in-place concrete. Minor cracks were noticeable in the floor slab, but were limited in locations and did not appear to be structural in nature. There did not appear to be any signs of deterioration or settlement of the floor slab.

Exterior windows are painted wood units with non-insulated glazing throughout. These units are in poor condition, deteriorated and in need of replacement. It is recommended to replace existing units with an aluminum clad window with insulated glazing. Replacement windows will provide a better weather/ air tight enclosure along with an increased insulating R-value. Existing window sills consisted of either wood or pre-cast concrete. The existing wood sills were in poor shape along with the windows, and in need of replacement. The existing pre-cast concrete sill should be cleaned, repaired if needed and apply a new paint application finish.

Exterior pedestrian doors are a combination of original painted wood doors and frames and replacement hollow metal doors with original wood frames at limited locations. Both the wood doors and wood frames show signs of deterioration and are in poor condition. It is recommended that existing exterior wood doors and frames be replaced with a hollow metal unit in the near future. The existing hollow metal doors previously replaced appear in good condition, and a new paint finish should be applied to prevent deterioration.

Roofing

Current roofing systems appeared to consist of an EPDM single-ply membrane, most likely fully adhered to rigid board roof insulation layered directly over the roof deck. Based on comments from the Owner, this building has been re-roofed in 2014 and there have been no significant leaking issues noted. The areas of the roof that were visually observed appeared to be in good condition with no significant deterioration. This type of roofing system can be expected to function properly, with proper preventative maintenance, for 20-25 years. It is unknown what year the re-roof was completed, nor what the original roof system consisted of. Roof drainage is achieved through a number of internal primary roof drains with overflow off both north and south sides of building.

MECHANICAL

The building is heated and cooled via conventional, gas fired, rooftop units for second and third floors. These units are from 2015 and appears to be in good condition and working well. First floor and basement have no air conditioning and heating is provided by an older cast iron steam boiler combined with a steam-to-water heat exchanger and a pump. The equipment appears to be past its expected useful life and is due for replacement. It is recommended to plan and budget for replacement with a more efficient hot water boiler and pumps.

HVAC Controls

The controls for the upper floors are newer DDC controls and are in good condition. The first floor and basement have rudimentary pneumatic thermostats and it is recommended that new DDC controls be added when the boiler is replaced.

Plumbing

The plumbing piping is insulated and appears to be in reasonable condition for its age. Plumbing fixtures are vitreous china lavatories, toilets (floor mounted) and urinals, and are in reasonable condition.

Fire Protection

There is no fire protection (sprinkler) system installed in the building.

ELECTRICAL

Power Distribution

A pad-mounted utility transformer is located north of the building. Service feeders are routed underground to the basement. The electrical service equipment is in an electrical room in the basement. The service entrance conduits feed a wireway and the services for the FAA Tower and the DAA are fed from the wireway. The service consists of the wireway, the meter cabinet, 3 meter sockets, and 5 fused disconnect switches. The disconnect switches are probably at least 50 years old. This equipment should all be replaced, at a cost of \$30,000.

Interior Lighting

Interior lighting is older fluorescent and should be replaced with LED for energy and maintenance savings, at a ballpark cost of \$50,000.

Exterior Lighting

Parking lot lighting in front of the building is provided by pole mounted fixtures west of the building. This lighting appears to be old and should be replaced. The lighting on the back of the building is mostly HID and should also be replaced with LED. Total exterior lighting replacement cost: \$15,000.

Fire Alarm

The fire alarm system is in good repair, but is reaching the point where parts availability and support are becoming an issue. It should be replaced. Expected cost: \$50,000.

RECOMMENDATIONS

- Tuck-point approximately 10% of the existing brick masonry and mortar joints on North side of building that have deteriorated or have cracks in the mortar joints, estimated \$5,000.
- Clean and re-paint upper precast concrete panel walls, estimated \$15,000.; and replace existing sealant at precast panel joints, estimated \$5,500.
- Properly flash and seal around openings along brick masonry façade on North side of building, estimated \$1,000.
- Replace wood paneling with a pre-finished composite wood panel cladding material at infilled openings along North side of building, estimated \$1,500.
- Clean and seal pipe/ conduit penetrations from outside building at water infiltration in lower mechanical room, estimated \$5,000.
- Clean masonry walls in lower mechanical room to remove current efflorescence, estimated \$1,200.
- Replace existing exterior painted wood window units with an aluminum clad window system, estimated \$45,000.
- Replace existing exterior wood doors and frames with a hollow metal door and frame, estimated \$4,500.
- Replace older cast iron steam boiler and steam-to-water heat exchanger and a pump with more efficient equipment estimated cost of \$30,000
- Replace first floor and basement pneumatic thermostats with new DDC controls when the boiler is replaced estimated cost of \$10,000

- Replace existing electrical disconnect switches
- Replace interior and exterior lighting
- Replace fire alarm system



Photo 1 Old Terminal-Tower Exterior Building



Photo 2 Cracks in brick masonry and mortar joints in need of tuck-pointing



Photo 3 Upper precast concrete wall panels paint finish peeling



Photo 4 Infilled openings along North wall had no flashing or sealant present



Photo 5 Water Intrusion coming in along pipe/ conduit penetrations in lower mechanical room



Photo 6 Efflorescence on masonry (CMU) wall in mechanical room

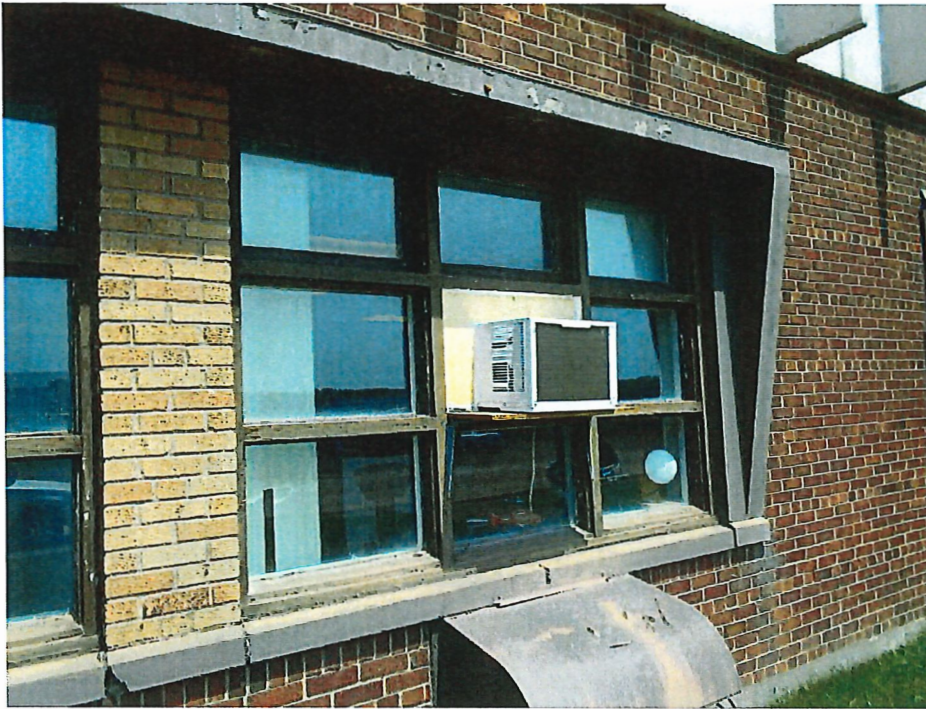


Photo 7 Exterior painted wood framed windows in need of replacement



Photo 8 Exterior painted wood framed windows in need of replacement



Photo 9 Exterior painted wood door and frame in need of replacement



Photo 10 EPDM single-ply roof membrane



DULUTH INTERNATIONAL AIRPORT

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IV D

MEDIA ADVISORY

DULUTH INTERNATIONAL AIRPORT PRESS CONFERENCE TO ANNOUNCE NEW AIR SERVICE

CONTACT:

Natalie Peterson, Duluth Airport Authority, Director of Communications & Marketing
218-625-7768

The Duluth International Airport will hold a press conference on Tuesday, April 27th, 2021 at 11:00 am to announce a new air service coming to the region.

The press conference will be held in the 3rd floor Amatuzio Conference Room at the Duluth International Airport, and will feature remarks from Tom Werner, Executive Director for the Duluth International Airport, Craig Fellman, Vice President of the Duluth International Airport Board of Directors, and a representative from the new air service.

Following the press conference, attendees will receive a press release with full details.

All attendees are required to wear a mask and observe social distancing guidelines at this event. Please park in the general parking lot. Validation for press will be available.

About Duluth International Airport

The new state-of-the-art passenger terminal at the Duluth International Airport opened for business on January 14, 2013. Currently, United Airlines offers a daily nonstop flight to Chicago and Delta offers four daily nonstop flights to Minneapolis/St. Paul. We are committed to providing our customers with superior services in a safe, secure and professional environment incorporating mitigation strategies and best practices as recommended by the CDC. Be sure to visit our Club DLH Business Suite, designed with the working traveler in mind. Visit duluthairport.com, like us at [facebook.com/duluthairport](https://www.facebook.com/duluthairport) or follow us on Twitter [@DuluthAirport](https://twitter.com/DuluthAirport)

Media Contact
Sun Country Airlines
651-900-8400
mediarelations@suncountry.com



SUN COUNTRY ANNOUNCES NEW NONSTOP SERVICE FROM DULUTH

Sun Country to begin new service just in time for sun-filled winter getaways

DULUTH, Minn. April 27, 2021 – [Sun Country Airlines \(NASDAQ: SNCY\)](#) today announced the addition of new nonstop service from Duluth International Airport (DLH) to Fort Myers, Florida and Phoenix, with service beginning on December 17, 2021. Introductory fares are as low as \$79* one-way and Sun Country Rewards Members can earn 2x points when booking the new flights.**

Today's announcement is part of a larger expansion by the airline, as it announced 18 new nonstop routes and welcomed nine new airports to its growing network.

"Every day we are seeing increased excitement from folks who are eager to resume traveling, and we're excited to be able to offer them two great destinations to enjoy a warm, sunny getaway just in time for winter travel," said Sun Country Airlines Chief Revenue Officer Grant Whitney. "We know there is pent-up demand for convenient, affordable travel, and we're here to help folks enjoy the vacations they've been dreaming about."

From Duluth International Airport (DLH), Sun Country will offer the only nonstop flights to both Southwest Florida International Airport (RSW) and Phoenix Sky Harbor International Airport (PHX).

With today's expansion, Sun Country Airlines will operate a total of 93 routes across 69 airports in the United States, Mexico, Central America and Caribbean.

"We're excited to welcome Sun Country Airlines to our airport community," said DLH Executive Director, Tom Werner. "Sun Country is well known throughout Minnesota and we're grateful that they'll be offering our region direct flights to Fort Meyers, Florida and Phoenix, Arizona from Duluth International Airport."

Sun Country's customer experience includes free in-flight entertainment, a new mobile-friendly website with more self-service tools, and new interiors on each aircraft. Sun Country provides safe, reliable, hassle-free flights at affordable prices with warm and friendly service. The airline's mission is to connect guests to their favorite people and places, to create lifelong memories and transformative experiences.

Additionally, Sun Country and its partner Landline currently offer daily motorcoach service between DLH and MSP as well as Landline Select, a private door-to-door vehicle service connecting travelers in Duluth from their doorstep directly to MSP. Customers can book these services now on [suncountry.com](#). Beginning May 15, 2021, Sun Country and Landline will increase the frequency of the DLH-MSP motorcoach service from twice daily to five times daily, seamlessly connecting greater Minnesota to even more vacation destinations.

Sun Country Rewards members who book one of the new routes before 11:59 p.m. CT on Monday, May 3, 2021 will earn two points per dollar on their bookings. These routes are on sale now at [suncountry.com](#).

The new seasonal routes:

From Duluth International Airport (DLH)

- Southwest Florida International Airport (RSW)
 - Service begins December 17, 2021
 - Operates twice weekly on Mondays and Fridays
 - One-way fares as low as \$79*
 - Phoenix Sky Harbor International Airport (PHX)
 - Service begins December 17, 2021
 - Operates twice weekly on Mondays and Fridays
 - One-way fares as low as \$79*
- Fares are valid for one-way travel and are inclusive of all government taxes and fees.
 - Must be purchased by 11:59 pm CT (Central Time) on May 4, 2021.
 - Additional baggage and other service fees may apply.
 - Seats are limited and fare may not be available on all flights or dates within the travel range.
 - Valid for new bookings only.
 - Fares, routes and schedules are subject to change without notice.
 - Restrictions apply.

2x point multiplier only valid on itineraries booked to/from Minneapolis-St. Paul International Airport (MSP), Phoenix-Mesa Gateway Airport (AZA), Bozeman Yellowstone International Airport (BZN), St. Pete-Clearwater (PIE), Punta Gorda Airport (PGD), Owen Roberts International Airport (GCM), Providenciales International Airport (PLS), Duluth International Airport (DLH), Southwest Florida International Airport (RSW), Phoenix Sky Harbor International Airport (PHX), General Mitchell International Airport (MKE), Cancun International Airport (CUN), McCarran International Airport (LAS), Rochester International Airport (RST), Green Bay Austin Straubel International Airport (GRB), and Dane County Regional Airport (MSN). Multiplier promotion valid through 11:59 pm CT (Central Time) on May 3, 2021. Sun Country Rewards number must be added to the Sun Country reservation to receive extra bonus points. Bonus points will be posted to members' accounts within 14 days of completing qualifying travel. Points are only reflected in total balance. 2x point multiplier only applies to the Sun Country Rewards base earn rate of 2pts per \$1. When providing a Sun Country Rewards number, bonus points will be awarded for flights qualifying during the booking period and booked directly on suncountry.com. All reservations must be issued by Sun Country Airlines. All bonuses must be earned and used according to the terms and conditions of the Sun Country Rewards program. Additional rules and restrictions may apply. Sun Country Airlines is the final authority on interpretation of these rules.

About Sun Country

Sun Country Airlines is a new breed of hybrid low-cost air carrier that dynamically deploys shared resources across our synergistic scheduled service, charter and cargo businesses. Based in Minnesota, we focus on serving leisure and visiting friends and relatives ("VFR") passengers and charter customers and providing cargo CMI services, with flights throughout the United States and to destinations in Mexico, Central America and the Caribbean.

For photos, b-roll and additional company information, visit www.suncountryview.com/multimedia.

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Groome Transportation to Resume Shuttles from Duluth to MSP Airport

Masks will be required, middle seats will be vacant for social distancing, and buses will be sprayed with a hospital grade disinfectant between uses.
May 11, 2021

[Arman Rahman](#)

DULUTH, Minn.- As more people start taking trips again after the pandemic another shuttle is resuming service from Duluth to the Minneapolis-St. Paul Airport.

Groome Transportation will restart its route on June 1st.

Masks will be required, middle seats will be vacant for social distancing, and buses will be sprayed with a hospital grade disinfectant between uses.

After pausing operations since last March, Groome's management is excited to launch the service again.

"We've been anxiously awaiting the day that we can get back out there," said Jason Dietz, Director of Marketing for Groome.

"This is what we love to do, we love getting to spend a little bit of time with people that are traveling to and from some really interesting destinations we get to talk with them about that get to share in those experiences with them and provide the service we've been known to provide," he said.

Groome Transportation also offers free parking at its office in Hermantown for those taking the shuttle.



Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Saturday, May 1, 2021 5:36 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)'; 'Fedora, Todd P'; 'Steve Overom (soverom@overomlaw.com)'; Mary Ann Wittkop
Subject: April, 2021 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 April, 2021 Activities

Airport Tour Program: The Foundation continues to offer Duluth International Airport tours to groups of high school students and to other groups upon request. Tours have been suspended during the COVID-19 pandemic and will resume after groups begin requesting tours and procedures for safe conduct are in place.

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

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



~~2020~~ A

DULUTH AIRPORT AUTHORITY

RESOLUTION TERMINATING RESOLUTION DECLARING A SPECIAL EMERGENCY IN RESPONSE TO COVID-19 DATED APRIL 21, 2020.

RESOLVED, that the Duluth Airport Authority (the "Authority") does hereby authorize resolution terminating resolution declaring a special emergency in response to COVID-19 dated April 21, 2020.

Approved by the Duluth Airport Authority this 18th day of May 2021.

ATTEST:

Dated: _____

By _____
President

By _____
Secretary

STATEMENT OF PURPOSE: This resolution authorizes terminating resolution declaring a special emergency in response to COVID-19 dated April 21, 2020.

DULUTH AIRPORT AUTHORITY
RESOLUTION DECLARING A SPECIAL EMERGENCY IN RESPONSE TO COVIS-19

WHEREAS, a novel coronavirus, SARS-CoV-2, causes a serious respiratory disease known as COVID-19 that can result in serious illness or death, and is highly infectious among humans;

WHEREAS, the Centers for Disease Control and Prevention (CDC) has identified the potential public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur;

WHEREAS, the World Health Organization has declared a global pandemic;

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Acting Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020;

WHEREAS, on March 13, 2020, President Donald Trump declared a national emergency related to COVID-19;

WHEREAS, on March 13, 2020, Minnesota Governor Tim Walz declared a peacetime state of emergency under Minnesota Statutes Chapter 12;

WHEREAS, the CDC issued guidance for social distancing including the limiting the gathering of more than 10 people and other forms of person-to-person contact and voluntary self-quarantine in cases of potential exposure;

WHEREAS, the Duluth Airport Authority is committed to assisting the general public and the State of Minnesota through this peacetime emergency by ensuring that its airports are open and accessible to the national airspace system; and

WHEREAS, the Duluth Airport Authority finds that the sudden and unforeseeable situation creating the peacetime emergency threatens the health, safety and welfare of the State of Minnesota and the operations of the Duluth Airport Authority; and

WHEREAS, the Executive Director of the Duluth Airport Authority, as chief administrative officer, by determination dated April 14, 2020 has declared that in-person Duluth Airport Authority meetings are not practical or prudent because of the COVID-19 health pandemic, and that Duluth Airport Authority meetings shall be held by telephone or other electronic means pursuant to Minnesota Statute, section 13D.021.

NOW, THEREFORE, BE IT RESOLVED by the Duluth Airport Authority that:

1. A special emergency exists as noted above and will continue until the declarations noted above are rescinded or otherwise terminated;

2. It is not prudent, practical or feasible for the Duluth Airport Authority to conduct its business through in-person meetings or for the public to gather at the regular Duluth Airport Authority meeting location;
3. All Duluth Airport Authority meetings governed by Minnesota Statutes, Chapter 13D, will be conducted through telephone or other electronic means without members of the public or Airport Authority officials present at the regular physical location so long as a health pandemic exists or an emergency is declared under Minnesota Statutes, Chapter 12.
4. Staff is directed, to the extent practical, to provide means for the public to monitor Duluth Airport Authority meetings held by telephone or other electronic means from a remote location.
5. Staff is directed to provide notice of all Duluth Airport Authority meetings held by telephone or other electronic means in a manner consistent with state law.
6. Its Executive Director is authorized to request and coordinate appropriate aid and resources related to COVID-19 from the City of Duluth, St. Louis County, the State of Minnesota, the federal government and others, as needed.
7. The Duluth Airport Authority may use any and all powers granted to it by the Minnesota Emergency Management Act;
8. The Duluth Airport Authority staff is authorized to waive any and all of its policies, or other requirements 1) to the extent they are inconsistent with the Governor of Minnesota's Emergency Executive Order 20-01 and any subsequent Emergency Executive Orders, or 2) which are otherwise prudent in the course of the special emergency response to COVID-19. Any such waivers which would otherwise have required Duluth Airport Authority Board approval shall be reported to the Duluth Airport Authority Board no later than the next scheduled Board meeting.
9. The Executive Director shall coordinate the Duluth Airport Authority's response with the Minnesota Department of Health

Approved by the Duluth Airport Authority this 21st day of April, 2020.



Executive Director



~~III~~ B

DULUTH AIRPORT AUTHORITY

**RESOLUTION TERMINATING RESOLUTION REGARDING
DETERMINATION UNDER MINNESOTA STATUTES, SECTION 13D.01 AS TO
IN-PERSON MEETINGS DATED APRIL 14, 2020.**

RESOLVED, that the Duluth Airport Authority (the "Authority") does hereby authorize resolution terminating resolution regarding determination under Minnesota Statutes, Section 13D.01 as to in-person meetings dated April 14, 2020.

Approved by the Duluth Airport Authority this 18th day of May 2021.

ATTEST:

Dated: _____

By _____
President

By _____
Secretary

STATEMENT OF PURPOSE: This resolution authorizes terminating resolution regarding determination under Minnesota Statutes, Section 13D.01 as to in-person meetings dated April 14, 2020.

DULUTH AIRPORT AUTHORITY

DETERMINATION UNDER MINNESOTA STATUTES,
SECTION 13D.01 AS TO IN-PERSON MEETINGS

The Executive Director for the Duluth Airport Authority, as chief administrative officer, has determined that in-person meetings are not practical or prudent because of the continuing health risks posed by the health pandemic resulting from COVID-19 and the peacetime emergency declared by the Governor of Minnesota on March 13, 2020, under Executive Order 20-01 and on March 25, 2020, under Emergency Executive Order 20-20. Until further notice or until such time as the State of Minnesota determines to no longer be in a state of emergency, all meetings of the Duluth Airport Authority governed by Minnesota Statutes, Section 13D shall be conducted by telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021

Dated: April 14, 2020

DULUTH AIRPORT AUTHORITY

By: 
Executive Director



**RESOLUTION TERMINATING RESOLUTION AUTHORIZING
MODIFICATION OF LEASES IN RESPONSE TO THE COVID-19 EMERGENCY
DATED APRIL 21, 2020.**

RESOLVED, that the Duluth Airport Authority (the "Authority") does hereby authorize resolution terminating resolution authorizing modification of leases in response to the COVID-19 emergency dated April 21, 2020.

Approved by the Duluth Airport Authority this 18th day of May 2021.

ATTEST:

Dated: _____

By _____
President

By _____
Secretary

STATEMENT OF PURPOSE: This resolution authorizes terminating resolution authorizing modification of leases in response to the COVID-19 emergency dated April 21, 2020.

DULUTH AIRPORT AUTHORITY
RESOLUTION AUTHORIZING MODIFICATION OF LEASES
IN RESPONSE TO THE COVID-19 EMERGENCY

RESOLVED, by the Duluth Airport Authority ("DAA") that the Executive Director of DAA is hereby authorized to execute on behalf of the DAA modifications to DAA leases, in conformance with FAA Grant Assurances and state and federal law, deferring collection of part or all rental payments and/or fees for a period not to exceed December 31, 2020, which deferral period may include interest, in response to the impacts of the COVID-19 health emergency and the resulting financial impacts resulting thereof; subject to tenants having exhausted all other sources of applicable assistance available from private, local, state and federal sources.

Approved by the Duluth Airport Authority this 21st day of April, 2020.

Executive Director

~~IID~~

Duluth Airport Authority
MN Lottery Retailer Concession Contract & Addendum

Terms:

- 1 year

Agreement Overview:

- Retailer Contract for MN Lottery vending machines (2) located in the terminal
- MN Lottery installs the machines and is responsible for their maintenance
- DAA staff handles day to day operation of machines
- Machines do not pay out cash; tickets must be brought to local retailer such as gas station or mailed in
- Concession rates to be paid to the DAA are:
 - 5.5% of sales on Lotto
 - 6% for each pack of scratch tickets sold
 - 1.5% of the value of Lottery tickets redeemed and validated at machines

Addendum Overview:

- Liability and Indemnification language suggested to be replaced in contract with addendum by City of Duluth Legal Department

**Duluth Airport Authority
Addendum to the Minnesota State Lottery
Retailer Contract**

This Addendum ("Addendum") is made and entered into with respect to the Minnesota State Lottery Retailer Contract ("Contract") dated [_____] by and between Duluth Airport Authority, a government body organized and existing under Chapter 577 of the Laws of Minnesota, 1969, ("DAA") ("Retailer") and the Minnesota State Lottery ("MSL").

The following provision applies to the Contract between Retailer and MSL regarding the sale of lottery tickets within the state of Minnesota. The capitalized terms used in this Addendum shall have the same meaning as in the Contract. **To the extent that anything in this Addendum conflicts with the Contract, this Addendum shall control.**

12. Liability and Indemnification:

Each party will be responsible for its own acts and the results thereof. Neither Retailer nor MSL waives their respective immunities under state or federal law.

The provisions in this Addendum are agreed to by:

The Minnesota State Lottery

By: _____

Printed Name: _____

Title: _____

Date: _____

Duluth Airport Authority

By: _____

Printed Name: _____

Title: _____

Date: _____



Retailer Number
131185

MINNESOTA STATE LOTTERY RETAILER CONTRACT

THIS AGREEMENT is entered into this 15th day of May, 2021, by and between the MINNESOTA STATE LOTTERY (hereinafter referred to as the "MSL" or the "Lottery") and, DULUTH AIRPORT AUTHORITY, a Corporation, whose business address is 4701 GRINDEN DRIVE, DULUTH, MN 55811 (hereinafter referred to as the "Retailer").

In signing this agreement, the parties acknowledge that they have read and understood the terms of this Contract and agree to be bound thereby.

THE MINNESOTA STATE LOTTERY DULUTH AIRPORT AUTHORITY

By: _____
Lottery Signature

By: _____
Retailer Signature

Title: Lottery Director

Title: _____

Date: May 15, 2021

Date: _____

1. Definitions

- a. "Accounting Week" - The start of business on Tuesday through the end of business on the subsequent Monday.
- b. "Business Location" - The site, as described by the address stated in this Contract, where the Retailer is authorized to sell Lottery Tickets.
- c. "Contract" - This agreement between the Retailer and the MSL authorizing the Retailer to sell Lottery Tickets.
- d. "Director" - The Director of the Minnesota State Lottery or the Director's designee.
- e. "Lottery Games" - Lotto Games and Scratch Games.
- f. "Lottery Tickets" - Lotto Game Tickets and Scratch Game Tickets.
- g. "MSL" - The Minnesota Lottery.
- h. "Lotto Game" - A lottery game sold to the public through the use of a Lotto Game Terminal.
- i. "Lotto Game Terminal" - A terminal installed by the MSL at the Retailer's Business Location that is connected to a MSL system for the purpose of selling and redeeming Lotto Game Tickets and Scratch Game Tickets.
- j. "Lotto Game Ticket" - A ticket purchased for participation in a Lotto Game.
- k. "Retailer" - The business authorized by the MSL to sell Lottery Tickets.
- l. "Scratch Game" - A lottery game sold to the public on pre-printed tickets containing play data under a latex coating.
- m. "Scratch Game Ticket" - A pre-printed ticket purchased for participation in a Scratch Game.

2. Scope of the Contract; Term

FY2021

This Contract authorizes the Retailer to sell Lottery Tickets for the MSL according to the terms of this Contract. The Retailer agrees to only sell Lottery Tickets at the Retailer's Business Location. This Contract is subject to the terms and provisions of Minnesota Statutes, chapter 349A, Minnesota Rules, chapter 7856, and the game procedures adopted by the Director for each Lottery Game and the Retailer agrees to comply and be bound by any applicable law, rule, instruction and order issued by the Lottery. This Contract is effective on the date it is finally executed by both parties and shall remain in effect for one year, from May 15, 2021 until midnight on May 14, 2022 unless canceled or suspended by either party. This Contract is not assignable or transferable to any person or entity, nor is it transferable to any location. The Retailer shall not conduct any business or hold itself out as a Lottery Retailer unless a renewal Contract has been timely granted.

3. Sale and Redemption of Lottery Tickets

- a. The Retailer must offer for sale all Lotto Games offered by the MSL and must offer for sale a minimum number of Scratch Games set by the MSL.
- b. The Retailer may not sell Lottery Tickets to any person under the age of 18 years or redeem a prize for a person under the age of 18 years.
- c. The Retailer must prominently display the most current odds posters for Lottery Games supplied by the MSL.
- d. The Retailer must display the problem gambling helpline sticker supplied by the MSL at or near the point where Lottery Tickets are sold.
- e. The Retailer must display at its Business Location, the certificate to sell Lottery Tickets issued by the MSL.
- f. The Retailer must mount a decal provided by the MSL in a prominent place near the entrance to its Business Location.
- g. The Retailer must sell Lottery Tickets only for coin, currency, money orders, debit/check cards or checks.
- h. The Retailer must only sell Lottery Tickets at a price set by the Director pursuant to the game procedures adopted for each Lottery Game.
- i. The Retailer must not condition the sale of Lottery Tickets on the purchase of any other item or service or impose any similar restriction upon the sale of a Lottery Ticket.
- j. The Retailer must make the purchase of Lottery Tickets convenient and readily accessible to the public and make Lottery Tickets available for purchase during normal business hours.
- k. The Retailer must begin the sale of Scratch Game Tickets on the date set by the MSL for each Scratch Game and must cease selling Scratch Game Tickets for a particular Scratch Game on the date set by the MSL.
- l. The Retailer must validate and pay all prizes from winning Lottery Tickets up to \$600, consistent with the Retailer's normal business hours and cash on hand policies or as agreed to between the MSL and the Retailer. The Retailer may be responsible for redeemed Lottery Tickets that are not validated prior to payment to a player.
- m. The Retailer must settle packs of Scratch Game Tickets to activate billing according to procedures established by the MSL.
- n. The Retailer acknowledges that funds received from the sale of Lottery Tickets constitute a trust fund until paid to the MSL and that the Retailer is personally liable for those funds.
- o. The Retailer must maintain a bank account for payment of proceeds to the MSL.
- p. The Retailer must deposit in its designated bank account all funds due the MSL from the previous Accounting Week prior to the Thursday following the end of the accounting week. The amount due to the MSL will be electronically taken from this bank account by the MSL each Thursday.
- q. Failure to timely pay the MSL all amount due from a particular Accounting Week may subject the Retailer to a penalty of \$20 and interest as designated by rule. The Retailer agrees that it may be liable for costs incurred by the MSL to collect any amount due to the MSL under this Contract, including attorney's fees.

4. Compensation/Payments to Retailers

The MSL will pay the Retailer a commission of 5½% for lotto sold by the Retailer, a 6% commission for each pack of scratch tickets sold by the Retailer, and pay the Retailer a commission of 1½% of the value of Lottery Tickets redeemed and validated by the Retailer. The MSL will reimburse the Retailer for all prizes paid by the Retailer according to the procedures established by the MSL.

5. Marketing Requirements

The Retailer agrees to comply with all MSL marketing requirements and to display MSL provided point-of-purchase materials and signage in a prominent area of its Business Location according to instructions issued by the MSL. Retailer agrees to utilize Scratch ticket dispensers (including any in-counter dispensers) provided by the MSL in the manner prescribed by the MSL. The Retailer agrees to abide by all promotional guidelines adopted by the MSL.

6. Security Deposit

The MSL may require the Retailer to maintain a security deposit in the amount set by the Director if the Retailer does not have a favorable credit history, has repeated accounting problems and/or NSF's, or has no credit history. The security deposit must be in a form as set out in Minnesota Statutes, section 349A.06, subdivision 3.

7. Minimum Sales

The MSL has the right to set a minimum sales level for a Retailer. If the MSL sets a minimum sales level for a retailer, the Retailer must maintain that sales level in order to remain a Lottery Retailer.

8. Property Provided by MSL

All property provided to the Retailer by the MSL, or a vendor under Contract with the MSL, is, and shall remain the property of the MSL or its vendors. The MSL or its vendors shall have the right to enter the property of the Retailer during regular business hours to install and remove any and all such property at any time. The Retailer agrees not to relocate, repair, or modify any property of the MSL or its vendors without the prior written agreement of the MSL. The MSL will provide the Retailer with dispensers to be utilized to sell Scratch Game Tickets and a Lotto Game Terminal. The Retailer must provide sufficient counter space for the Lotto Terminal and Scratch Game Ticket dispensers. The Retailer must provide appropriate electrical utilities for MSL provided equipment. Upon expiration of this Contract, the Retailer shall return, or allow MSL employees or vendors to remove, all MSL property.

9. Responsibility for Tickets

The Retailer agrees that all Scratch Game Tickets accepted from the MSL or its distributor are deemed to have been purchased by the Retailer at the price established by the MSL less appropriate Retailer commission, unless the unsold tickets are returned to the MSL according to procedures established by the MSL. The Retailer agrees that all Lotto Game Tickets issued by the Retailer's Lotto Game Terminal are deemed to have been purchased by the Retailer unless canceled as authorized by the MSL game procedures. The Retailer will exercise diligence in the storage of Lotto Game Ticket stock and to provide physical security and control of the Lotto Game Ticket stock. The Retailer agrees not to borrow or lend Lotto Game Ticket stock or Scratch Game Tickets to/or from another Retailer or location. The Retailer is responsible for lost, stolen, or missing Lottery Tickets.

10. Audit of Retailers

The Retailer must maintain current and accurate records of all lottery transactions and make them available for inspection or audit by employees of the MSL and to employees of the Department of Public Safety, Alcohol and Gambling Enforcement Division. The Director may select an auditor to perform the audit and the Retailer may be required to pay the costs of the audit.

11. Cancellation, Suspension and Refusal to Renew Contract

- A. This Contract may be cancelled by the Retailer at any time upon notice to the MSL.
- B. The Director must cancel this Contract or prohibit the sale of Lottery Tickets if the Retailer has:
 - a) been convicted of a felony, gross misdemeanor, or a gambling related offense;
 - b) a person that owns more than 5% of the Retailer, or an officer or director of the Retailer that has been convicted of a felony, gross misdemeanor, or gambling related offense;
 - c) committed fraud, misrepresentation, or deceit;
 - d) provided false or misleading information to the MSL;
 - e) acted in a manner prejudicial to the public confidence in the integrity of the MSL;
 - f) owes \$500 or more in delinquent taxes to the State of Minnesota; or
 - g) been conducting business solely to sell Lottery Tickets.
- C. The Director may cancel, suspend, or non-renew this Contract, or prohibit the sale of Lottery Tickets if the Retailer has:

- a) ceased conducting business at the Business Location;
 - b) failed to comply with any provision of this Contract;
 - c) failed to accurately account for the proceeds from the sale of Lottery Tickets;
 - d) failed to remit to the MSL on a timely basis the proceeds from the sale of Lottery Tickets;
 - e) failed to account for Lottery Tickets received from the MSL;
 - f) acted in a manner such that the Retailer's participation as a Retailer is inconsistent with the public interest, convenience and necessity;
 - g) experienced a material change in any factor considered by the Director in entering into this Contract;
 - h) failed to maintain a security deposit as required by the MSL;
 - i) failed to maintain a minimum level of Lottery Ticket sales as set by the MSL;
 - j) retained an employee involved in the sale of Lottery Tickets who has been convicted of a gambling-related offense or a crime involving moral turpitude;
 - k) bartered, furnished, or given alcoholic beverages to a person under 21 years of age in violation of Minnesota law, two or more times within a two-year period;
 - l) experienced a change so that it no longer has the financial stability or responsibility to act as a Retailer;
 - m) experienced a substantial change in ownership;
 - n) committed an act which impairs the Retailer's reputation for honesty and integrity;
 - o) sold Lottery Tickets to a person that the Retailer knows or has reason to know will re-sell the Lottery Tickets to another person;
 - p) conducted illegal gambling at the Business Location or has allowed illegal gambling to be conducted by others at the Business Location;
 - q) violated a provision of Minnesota Statutes, chapter 349A or Minnesota Rules, chapter 7856, game procedures, order or directive issued by the Director; or
 - r) experienced any material change in any of the qualifications for a Retailer under Minnesota Statutes, section 349A.06, subdivision 2 or Minnesota Rules part 7856.2020.
- D. The Director may temporarily suspend this Contract or prohibit the sale of Lottery Tickets at the Business Location without prior notice to the Retailer, for any reason specified in this Contract, provided that pursuant to Minnesota Statutes, section 349A.06, subdivision 11(e), a hearing is conducted within seven days after a request for a hearing is made by the Retailer.
- E. The cancellation, suspension, or non-renewal of this Contract, or the prohibition of the sale of Lottery Tickets is a contested case under the Administrative Procedures Act (Minnesota Statutes, Chapter 14).

12. Liability and Indemnification

The Retailer agrees that in its capacity as a contractor to sell Lottery Tickets, the Retailer is not acting on behalf of the MSL or the State of Minnesota as an agent, officer, or employee, but is acting in the capacity of an independent contractor. The Retailer agrees to release, indemnify and hold harmless the MSL and the State of Minnesota, its officers, directors, employees and agents from and against any and all loss, claims, damages, expenses and costs (including attorney fees) arising out of or resulting from any and all acts or omissions of the Retailer, its owners, employees or agents arising in the connection with conducting the sale of Lottery Tickets. The Retailer further agrees that any contractual or tortious liability incurred by the Retailer in connection with the sale of Lottery Tickets shall be the Retailer's sole responsibility.

13. Miscellaneous

The Retailer agrees that if they fail to comply with any term of this Contract, the Lottery may temporarily stop delivery of additional Scratch Game Tickets and prohibit the use of the Retailer's Lotto Game Terminal and pursue any other appropriate remedy to protect its interests and property.

14. Applicable Law and Venue

This Contract and all matters related to it shall be governed by and interpreted by the laws of the State of Minnesota. Any matter arising under this Contract shall be brought in a court of competent jurisdiction in Ramsey County, Minnesota.

~~VII~~ E

The Jamar Company
HVAC Construction Contract

Background:

- Due to the 311 Roofing & Siding project being significantly under original estimate, funding remains from the AIR Grant award.
- This contract is to use AIR Grant funds to further improve the HVAC system in Building 311 that Cirrus leases.
- This project bid was completed using Sourcewell which provides cooperative purchasing contracts similar to State contract pricing.

THE JAMAR COMPANY
&
DULUTH AIRPORT AUTHORITY
Building 311 Mechanical Heating System Upgrades

THIS AGREEMENT, made and entered this 18th day of May 2021, is by and between the **DULUTH AIRPORT AUTHORITY**, hereinafter referred to as the "Owner," party of the first part, and **THE JAMAR COMPANY** hereinafter referred to as the "Contractor," party of the second part;

WITNESSETH: That the Contractor and the Owner agree as follows:

1. The following shall be deemed to be part of this contract:
 - a. The annexed resolution of the Duluth Airport Authority and legal advertisement of the Duluth City Council.
 - b. The bid request and specifications, including all required forms, as modified by irreconcilable language in this written contract.
 - c. The bid by Contractor, as modified by irreconcilable language in this written contract.
 - d. The performance bond and payment bond certification.
 - e. All provisions of law applicable to a contract of this nature.
2. The Contractor agrees to furnish and deliver to the Owner all labor, supervision, material, equipment, supplies, insurance, performance bond, payment bond and everything else necessary for general construction of Building 311 Mechanical Heating System Upgrades; at 4875 Airport Rd Duluth, MN 55811, all in strict accordance with plans and specifications prepared by the Duluth Airport Authority and your bid of \$69,550.00. Project to be completed under the Jamar Sourcewell purchasing agreement for cooperative purchasing contract #MN031R-0425-JMR. Contractor shall not commence performance of any work under this contract until Contractor receives written authorization from the Owner.
3. The Owner agrees to make progress payments and final payments to the Contractor as stated in the contract specifications. The total amount payable under this contract shall not exceed sixty nine thousand five hundred and fifty dollars (\$69,550.00) unless the contract is modified by formal amendment or change order.
4. The Contractor shall furnish and maintain in full force and effect until this contract is completely performed by the Contractor, a performance bond and payment bond if and when required by law, or if and when required by the Owner.
5. Inasmuch as this contract concerns work, materials and equipment needed for the public benefit, the provisions of this contract relating to the time of performance and completion of work and delivery of materials or equipment are of the essence of this contract.
6. Indemnity

The Contractor shall defend, indemnify and save the Owner and the City of Duluth (the "City") harmless from all costs, charges, damages, expenses including reasonable attorneys' fee, and loss of any kind that may grow out of the matters covered by this Contract, and on ten (10) days' written notice from the Owner, Contractor shall appear and defend all lawsuits against said Owner and/or City growing out of such matters. The provisions of this paragraph apply to any claim for response costs, contribution, or damages which arise out of the release or threatened release of a pollutant, contaminant, or hazardous substance. Said obligation shall include but not be limited to the obligation to defend, indemnify and save harmless the Owner and the City in all cases where claims of liability against the Owner and/or City arise out of acts or omissions of the Owner and/or City which are derivative of the negligence or intentional acts or omissions of Contractor such as, and including but not limited to, the failure of Owner and/or City to supervise, the failure to warn, the failure to prevent such act or omission by Contractor and any other such source of liability. In addition, Contractor will

comply with all local, state and federal laws, rules and regulations applicable to this Contract and to the work to be done and things to be supplied hereunder.

7. Insurance

a. Contractor shall provide the following minimum amounts of insurance from insurance companies authorized to do business in the state of Minnesota, which insurance shall indemnify Contractor, the Owner and the City from all liability described in Paragraph 6 above, subject to provisions below.

- (1) Workers' compensation insurance in accordance with the laws of the State of Minnesota.
- (2) Public Liability and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit, and twice the limits provided when a claim arises out of the release or threatened release of a hazardous substance; shall be in a company approved by the Owner and the City; and shall provide for the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability.
- (3) The Owner and the City shall be named as **Additional Insureds** under the Public Liability, Excess/Umbrella Liability* and Automobile Liability, or as an alternate, Contractor may provide Owners-Contractors Protective policy, naming itself, the Owner and the City. Contractor to provide Certificates of Insurance evidencing such coverage with 30-days' notice of cancellation, non-renewal or material change provisions included. The Owner and the City do not represent or guarantee that these types or limits of coverage are adequate to protect the Contractor's interests and liabilities.

**An umbrella policy with a "following form" provision is acceptable if written verification is provided that the underlying policy names the Owner and the City of Duluth as an additional insureds.*

- (4) If a certificate of insurance is provided, the form of the certificate shall contain an unconditional requirement that the insurer notify the Owner without fail not less than 30 days' prior to any cancellation, non-renewal or modification of the policy or coverages evidenced by said certificate and shall further provide that failure to give such notice to Owner will render any such change or changes in said policy or coverages ineffective as against the Owner and the City.
- (5) In addition to the insurance requirements above, the Contractor shall provide proof of Builders Risk Insurance on a "Multi-Peril-All-Risk" basis, which includes theft of material not installed and glass breakage. Contractor(s) is (are) liable for losses within deductible coverage.

b. The insurance required herein shall be maintained in full force and effect during the life of this Agreement and shall protect Contractor, its employees, agents and representatives from claims and damages including but not limited to personal injury and death and any act or failure to act by Contractor, its employees, agents and representatives in the negligent performance of work covered by this Agreement.

c. Certificates showing that Contractor is carrying the above described insurance in the specified amounts shall be furnished to the Owner prior to the execution of this Contract and a certificate showing continued maintenance of such insurance shall be on file with the Owner during the term of this Contract. In the event any work contemplated by the Contract is sublet, the Contractor shall have the duty to assure that the Subcontractors provide insurance in accord with the minimum requirements

herein imposed on the Contractor prior to commencement of any work on a subcontract.

- d. Contractor shall be required to provide insurance meeting the requirements of this Paragraph 7 unless Contractor successfully demonstrates to the satisfaction of the City Attorney, in the exercise of his or her discretion, that such insurance is not reasonably available in the market. If Contractor demonstrates to the satisfaction of the City Attorney that such insurance is not reasonably available, the City Attorney may approve an alternative form of insurance which is reasonably available in the market which he or she deems to provide the highest level of insurance protection to the City which is reasonably available.
8. No claim whatsoever shall be made by the Contractor against any officer, agent or employee of the Owner for, or on account of, anything done, or omitted to be done, in connection with this contract. If this contract is not made in conformity with mandatory provisions of any statute or of the ordinances and charter of the City of Duluth, the Contractor agrees to raise no defense and make no claim against the Owner or the City on the basis of ratification, laches, estoppel, or implied contract.
9. The Contractor shall not assign, transfer, convey or otherwise dispose of this contract, or its right to execute it, or its rights, duties, benefits, obligations, liabilities, or title or interest in or to it, or any part thereof, without the written consent of the Owner, evidenced by a resolution duly adopted by the Duluth Airport Authority Board. The prohibition contained in this paragraph shall not be deemed to prevent the Contractor from subcontracting or making assignments to banks, trust companies, or other financial institutions. Contractor shall remain primarily responsible for all work performed by any Subcontractor.
10. The Contractor agrees that in the hiring of common or skilled labor for the performance of any work under this contract, Contractor will not discriminate by reason of race, creed or color, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.
11. The Contractor agrees that Contractor shall not in any manner discriminate against or intimidate or prevent the employment of any person or persons, or on being hired, prevent or conspire to prevent any person or persons from the performance or work under this contract on account of race, creed or color, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.
12. The contractor agrees that, as provided in Minnesota Statutes 16C.05, Subd. 5, contractor's books, records, documents, and accounting procedures and practices are subject to examination by the Owner, the City or the state auditor for six years from the date of final payment under this contract.
13. In accordance with the requirements of Minnesota Statutes §471.425 Subd. 4a, or its successor, the Contractor shall pay any Subcontractor within ten days of the Contractor's receipt of payment from the Owner for undisputed services provided by the Subcontractor. The Contractor shall pay interest of 1-1/2 percent per month or any part of a month to the Subcontractor on any undisputed amount not paid on time to the Subcontractor. The minimum monthly interest penalty payment for any unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual penalty due to the Subcontractor. A Subcontractor who prevails in a civil action to collect interest penalties from a Contractor must be awarded its costs and disbursement, including attorney's fees, incurred in bringing the action.
14. Contractor shall comply with all local, state and federal laws, rules and regulations applicable to this contract and to the work to be done and things to be supplied hereunder.

15. This contract may be cancelled or terminated by the Owner and all moneys due or to become due hereunder may be forfeited for any failure to perform any terms or conditions of this contract including but not limited to any violation of the terms or conditions of Section 10 or 11 of this contract.
16. Any waiver by any party of any provision of this contract shall not imply a subsequent waiver of that or any other provision.
17. This contract is made in the state of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota. The appropriate venue and jurisdiction for any litigation hereunder shall be in a court located in St. Louis, County, Minnesota, and the parties to this Agreement waive objection to the jurisdiction of this court, whether based on convenience or otherwise.
18. This Agreement constitutes the entire agreement between the Owner and the Contractor on the subject matter hereof. It may not be changed, modified, discharged or extended except by written instrument duly executed on behalf of the Owner and the Contractor. The Contractor agrees that no representations or warranties made by the Owner shall be binding upon the Owner unless expressed in writing herein.
19. This Agreement shall not be in force and effect, or in any way binding upon the Owner until the same shall have been approved by the DAA Board and executed by its authorized officers.
20. The Contractor unconditionally guarantees to perform all work pursuant to this contract in a good and workmanlike manner, in strict compliance with the specifications and instructions hereto attached, and to the satisfaction of the Owner.
21. This Agreement may be executed in counterparts, each of which shall be deemed to be original and all of which together shall constitute the binding and enforceable agreement of the parties hereto. This Agreement may be executed and delivered by a party by facsimile or PDF transmission, which transmission copy shall be considered an original and shall be binding and enforceable against such party.

[The remainder of this page intentionally left blank. Signature page to follow].

DATE: _____

DULUTH AIRPORT AUTHORITY
Owner

By:

Name

Title

By:

Name

Title

THE JAMAR COMPANY
Contractor

By:

Name

Title

~~III~~ F

Resolution to approve the write-off of an accounts receivable balance of \$15,000 for Donald J Trump for President, Inc. per operating policy #23.

Issue: In September of 2020 the Donald J Trump for President campaign entered into an agreement to have a rally at the Duluth International Airport. After several attempts to collect on the outstanding receivable balance, there has been no payment or response from the campaign. Further research has shown that the campaign did not pay many of their outstanding bills for other rallies. The DAA staff would like to write-off this debt as it is unlikely that payment will be received. Per operating policy #23 uncollectible accounts receivable in amounts greater than \$1,000 require board approval.

Summary of Efforts to re-coup funds:

- 10/2/20: Email sent to Mr. Jared Small stating that the payment of \$15,000 had not been received and offering multiple ways to pay the invoice.
- 10/5/2020: Letter from attorney Steve Hanke sent stating the entity was in breach of their contract and was to contact the Duluth Airport Authority immediately to make payment of \$15,000 pursuant to the agreement.
- 10/15//20: Received an email from Mr. Jared Small asking if we have received payment. Immediately responded stating that we had not received payment and that we were ready to assist in processing the payment. Mr. Jared Small responded stating he would check in to it.
- 10/22/20: Received a call requesting a copy of the invoice. Sent email to Mr. Jared Small with a copy of the invoice to pay.
- 2/12/21: Sent email to Mr. Jared Small requesting expeditious payment of the outstanding invoice.
- 3/1/21: Called Mr. Jared Small requesting expeditious payment of the outstanding invoice – Call unanswered with no ability to leave voicemail.
- 3/1/21: Emailed Mr. Jared Small requesting payment if possible or updated contact information for an individual capable of making payment on behalf of the campaign.
- Researched contacts – no connection made

By: Joelle Bodin

**RESOLUTION TO APPROVE THE WRITE-OFF OF AN ACCOUNTS
RECEIVABLE BALANCE OF \$15,000 FOR DONALD J TRUMP FOR
PRESIDENT, INC. PER OPERATING POLICY #23.**

RESOLVED, by the Duluth Airport Authority (DAA) that the proper DAA officials are hereby authorized to write off the accounts receivable balance for the Donald J Trump for President, Inc in the amount of \$15,000 per operating policy #23 Accounts Receivable Write-Off Policy.

Approved by the Duluth Airport Authority this 18th day of May, 2021.

ATTEST:

Executive Director

STATEMENT OF PURPOSE: This resolution authorizes the DAA staff to write-off the accounts receivable balance of \$15,000 for the Donald J Trump for President, Inc campaign as payment is not likely to be received nor contact able to be made with the campaign.



3-27-0024-068-2021



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Great Lakes Region
North Dakota, South Dakota, Minnesota

FAA DMA ADO
6020 28th Avenue S.
Suite 102
Minneapolis, MN 55450

May 10, 2021

Mr. Mark Papko
Operations Director
4701 Grinden Dr
Duluth, MN 55811

SUBJECT: Airport Coronavirus Response Grant Program (ACRGP) Concessions Addendum

Dear Mr. Papko:

Please find the following electronic ACRGP Concessions Relief Addendum Offer, Addendum No. **3-27-0024-068-2021** for **Duluth International Airport**. This letter outlines expectations for success. Please read and follow the instructions carefully.

To properly enter into this agreement, you must do the following:

- a. The governing body must provide authority to execute the addendum to the individual signing the addendum; i.e. the sponsor's authorized representative.
- b. The sponsor's authorized representative must execute the addendum, followed by the attorney's certification, no later than June 1, 2021. in order for the addendum to be valid.
- c. You may not make any modification to the text, terms or conditions of the addendum offer.
- d. The addendum offer must be digitally signed by the sponsor's legal signatory authority and then the addendum offer will be routed via email to the sponsor's attorney. Once the attorney has digitally attested to the addendum, an email with the executed addendum will be sent to all parties.

Subject to the requirements in 2 CFR §200.305, each payment request for reimbursement under this addendum must be made electronically via the Delphi Invoicing System. The terms and conditions of this agreement require you drawdown and expend these funds within four years.

An airport sponsor may use these funds to provide relief from rent and minimum annual guarantees (MAG) to on-airport car rental, on-airport parking, and in-terminal concessions.

With each payment request you are required to upload a summary directly to Delphi. The summary should include at least the list of concessions, baseline numbers for proportional calculations, amount of rent and MAG relief, and the consultation date with any Airport Concession Disadvantaged Business Enterprise. Please refer to the [ACRGP Frequently Asked Questions](#) for further information

For the final payment request, in addition to the requirement listed above for all payment requests, you are required to upload directly to Delphi:

- A final financial report summarizing all of the costs incurred and reimbursed, and
- An SF-425, and
- A closeout report (A sample report is available [here](#)).

Until the addendum is completed and closed, you are responsible for submitting a signed/dated SF-425 annually, due 90 days after the end of each federal fiscal year in which this addendum is open (due December 31 of each year this addendum is open).

As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR part 200. Subpart F requires non-Federal entities that expend \$750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to assure your organization will comply with applicable audit requirements and standards.

I am readily available to assist you and your designated representative with the requirements stated herein. We sincerely value your cooperation in these efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Lindsay Butler". The signature is written in a cursive, flowing style.

E. Lindsay Butler
Acting Manager, Dakota/Minnesota ADO



U.S. Department
of Transportation
Federal Aviation
Administration

AIRPORT CORONAVIRUS RELIEF GRANT PROGRAM (ACRGP)

CONCESSIONS RELIEF ADDENDUM

Part I - Offer

Federal Award Offer Date	May 10, 2021
Airport/Planning Area	Duluth International Airport
ACRGP Addendum Number	3-27-0024-068-2021
Unique Entity Identifier	132648346
TO:	City of Duluth
	(herein called the "Sponsor")
	<i>Channeled through the State of Minnesota</i>

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA an application dated February 16, 2021 to amend Airports Coronavirus Response Grant Program (ACRGP or "the Agreement") Grant Agreement 3-27-0024-067-2021 to provide relief from rent and minimum annual guarantees (MAG) obligations to each eligible airport concession at Duluth International Airport, in accordance with the Coronavirus Response and Relief Appropriations Act ("CRRSA Act" or "the Act"), Public Law 116-260, Division M;

WHEREAS, the FAA has agreed with the Sponsor to amend its ACRGP Grant Agreement 3-27-0024-067-2021 to further allocate \$33,311 to fund Concession Relief as defined below;

WHEREAS, the Sponsor has accepted the terms of the FAA's ACRGP Concessions Relief Addendum offer;

WHEREAS, in consideration of the promises, representations, and assurances provided by the Sponsor, the FAA has approved the ACRGP Concessions Relief Addendum Application for the Duluth International Airport;

WHEREAS, no other terms, conditions, or assurances of the 3-27-0024-067-2021 shall be negated as a result of this ACRGP Concessions Relief Addendum;

WHEREAS, this ACRGP Concessions Relief Addendum hereby amends 3-27-0024-067-2021 for the purpose of adding \$33,311 for Duluth International Airport to use to provide relief from rent and

minimum annual guarantees (MAG) obligations, as applicable, to each eligible airport concession in an amount that reflects each eligible airport concession's proportional share of the total amount of the rent and MAGs of all eligible airport concessions at Duluth International Airport, as further defined herein, for relief provided no earlier than December 27, 2020, until the specified Concession Relief funds have been fully expended.

NOW THEREFORE, in accordance with the applicable provisions of the Coronavirus Response and Relief Appropriations Act, Public Law 116-260, Division M, the representations contained in the ACRGP Concessions Relief Addendum Application, and in consideration of, (a) the Sponsor's acceptance of this Offer for an ACRGP Concessions Relief Addendum, the terms, conditions, and assurances of which are hereby attached to and made part of the terms, conditions, and assurances agreed to under 3-27-0024-067-2021 and, (b) the benefits to accrue to the United States and the public from the accomplishment of the ACRGP Concession Relief Addendum, and in compliance with the conditions and requirements as herein provided

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100% percent of the allowable costs incurred accomplishing ACRGP Concessions Relief as a result of and in accordance with this ACRGP Concession Relief Addendum.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS:**

CONDITIONS

ADDENDUM TO AIRPORT CORONAVIRUS RELIEF GRANT AGREEMENT 3-27-0024-067-2021

- 1a. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is **\$33,311** to be provided to the airport sponsor for rent relief provided to eligible airport concessions as described herein.
- 2a. **Period of Performance.** This ACRGP Concessions Relief Addendum is subject to the following federal award requirements:
 - a. This Addendum does not change the period of performance date prescribed in the ACRGP Grant Agreement 3-27-0024-067-2021.
 - b. This Addendum does not change the budget period prescribed in the ACRGP Grant Agreement 3-27-0024-067-2021.
 - c. Close out and Termination.
 1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344)
 2. The FAA may terminate this ACRGP Concessions Relief Addendum, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340.

- 3a. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.
- 4a. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the Concessions Relief unless this offer has been accepted by the Sponsor on or before June 1, 2021, or such subsequent date as may be prescribed in writing by the FAA.
- 5a. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Concessions Relief Addendum electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

SUPPLEMENTAL TO ACRGP GRANT AGREEMENT 3-27-0024-067-2021

CONDITION FOR AIRPORT CONCESSIONS RELIEF -

1. **ACRGP Concessions Relief.** The Sponsor agrees that it will use the funds in this ACRGP Concessions Relief Addendum allocated specifically to cover lawful expenses to provide relief from rent and minimum annual guarantee obligations to on airport car rental, on-airport parking, and in-terminal airport concessions (collectively referred to herein as "Concessions") as defined in part 23 of title 49, Code of Federal Regulations, in accordance with the CRRSA Act, Public Law 116-260, Division M, Title IV. Use of these funds shall be governed by the following specific conditions defined in the CRRSA Act:
 - a. Relief provided to Concessions must equal the total amount of funds allocated for Concessions under this ACRGP Concessions Relief Addendum, to the extent practicable and to the extent permissible under state laws, local laws, and applicable trust indentures;
 - b. Relief provided to Concessions from rent and minimum annual guarantee obligations to each eligible airport concession in an amount that reflects each eligible airport concession's proportional share of the total amount of the rent and minimum annual guarantees of all the eligible airport concessions at such airport;
 - c. Relief provided to Concessions shall be prioritized to minority-owned businesses, to the extent permissible;
 - d. Relief shall only be provided to Concessions that have certified they have not received a second draw or assistance for a covered loan under Section 7(a)(37) of the Small Business Act (15 U.S.C. 636(a)(37)) that has been applied toward rent or minimum annual guarantee costs; and
 - e. Each Concession provided relief with these funds shall certify to the Sponsor it will not apply for a covered loan as described above for rent or minimum annual guarantee costs.

The Sponsor agrees that it will provide the FAA with reporting data in lieu of invoices to be reimbursed for eligible expenses as described herein and certify data submitted is true and correct. The FAA will provide reporting options for the Sponsor. The Sponsor may not use funds allocated for Concessions for other airport purposes except that the Sponsor may retain up to two percent of the amount allocated for Concession relief purposes in this ACRGP Concession Relief Addendum to administer the Concession relief program. Funds not expended under this condition are subject to recovery by FAA.

The Sponsor's acceptance of this Offer and ratification and adoption of the ACRGP Concessions Relief Addendum Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise an ACRGP Concessions Relief Addendum, as provided by the CRRSA Act, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Concessions Relief and compliance with the conditions as provided herein. Further, this ACRGP Concessions Relief Addendum shall be attached to ACRGP 3-27-0024-067-2021, inclusive of all terms, conditions, and assurances provided there, and become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION



(Signature)

E. Lindsay Butler

(Typed Name)

Acting Manager, FAA-DMA-ADO

(Title of FAA Official)

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the ACRGP Concessions Relief Addendum Application and incorporated materials referred to in the foregoing Offer under this ACRGP Concessions Relief Addendum, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer. Furthermore, the Sponsor acknowledges all terms, conditions and assurances in this ACRGP Concessions Relief Addendum are hereby attached to any ACRGP Grant Agreements previously or concurrently executed for any other purpose.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this May 10, 2021

City of Duluth

(Name of Sponsor)



Anna Tanski (May 10, 2021 11:52 CDT)

(Signature of Sponsor's Authorized Official)

By: Anna Tanski

(Typed Name of Sponsor's Authorized Official)

Title: President

(Title of Sponsor's Authorized Official)

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the ACRGP Concessions Relief Addendum Application and incorporated materials referred to in the foregoing Offer under this ACRGP Concessions Relief Addendum, and does hereby accept this Offer and by such acceptance agrees to comply with all of the terms and conditions in this Offer. Furthermore, the Sponsor acknowledges all terms, conditions and assurances in this ACRGP Concessions Relief Addendum are hereby attached to any ACRGP Grant Agreements previously or concurrently executed for any other purpose.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.

Executed this May 10, 2021

City of Duluth

(Name of Sponsor)



(Signature of Sponsor's Authorized Official)

By: Kimberly J. Maki

(Typed Name of Sponsor's Authorized Official)

Title: Secretary

(Title of Sponsor's Authorized Official)

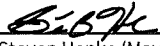
CERTIFICATE OF SPONSOR'S ATTORNEY

I, Steven Hanke, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing ACRGP Concessions Relief Addendum under the laws of the State of Minnesota. Further, I have examined the foregoing ACRGP Concessions Relief Addendum and the actions taken by said Sponsor and Sponsor's official representative has been duly authorized and that the execution thereof is in all respects due and proper and in accordance with the laws of the said State and the CRRSA Act. In addition, for grants involving Concessions Relief to be carried out by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. The Sponsor understands funding made available under this ACRGP Concessions Relief Addendum may only be used for the Concessions Relief prescribed in the Act and identified herein. The Sponsor acknowledges all terms, conditions and assurances in this ACRGP Concessions Relief Addendum are hereby attached to any ACRGP Grant Agreements previously or concurrently executed for any other purpose a. Further, it is my opinion that the said ACRGP Grant Agreement and the ACRGP Concessions Relief Addendum attached hereto constitute a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

Dated at May 10, 2021

By: 
Steven Hanke (May 10, 2021 13:49 CDT)
(Signature of Sponsor's Attorney)



Duluth Airport Authority

DAA Board Packet Budget vs. Actual Summary

From Jan 2020 to Adjust 2020

Financial Row	Prior Year Actual (Jan 2019 - Adjust 2019)	Current Year Actual (Jan 2020 - Adjust 2020)	Budget Amount (Jan 2020 - Adjust 2020)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2020 - Adjust 2020)
Ordinary Income/Expense							
Income							
Non- Aeronautical Revenue	3,418,645	1,925,842	3,061,031	62.91%	(1,492,803)	(1,135,189)	3,061,031
Non- Passenger Aeronautical Revenue	1,606,641	1,454,040	1,534,533	94.75%	(152,601)	(80,493)	1,534,533
Passenger Air line Aeronautical Revenue	1,467,133	1,321,809	1,493,899	88.48%	(145,323)	(172,090)	1,493,899
Total - Income	6,492,418	4,701,691	6,089,462	77.21%	(1,790,727)	(1,387,771)	6,089,462
Gross Profit	6,492,418	4,701,691	6,089,462	77.21%	(1,790,727)	(1,387,771)	6,089,462
Expense							
Miscellaneous Expenses	40,263	37,238	33,540	111.03%	(3,026)	3,698	33,540
Personnel Compensation & Benefits	2,219,961	2,238,775	2,408,510	92.95%	18,813	(169,735)	2,408,510
Services and Charges	1,684,506	1,688,643	1,843,702	91.59%	4,138	(155,059)	1,843,702
Supplies	562,182	503,695	606,835	83.00%	(58,487)	(103,140)	606,835
Total - Expense	4,506,912	4,468,351	4,892,587	91.33%	(38,562)	(424,237)	4,892,587
Net Ordinary Income	1,985,506	233,341	1,196,875	19.50%	(1,752,165)	(963,534)	1,196,875
Other Income and Expenses							
Other Income							
Non-Operating Revenue	685,466	325,183	610,880	53.23%	(360,283)	(285,697)	610,880
Total - Other Income	685,466	325,183	610,880	53.23%	(360,283)	(285,697)	610,880
Other Expense							
Non-Operating Expense	303,978	274,455	354,455	77.43%	(29,523)	(80,000)	354,455
Total - Other Expense	303,978	274,455	354,455	77.43%	(29,523)	(80,000)	354,455
Net Other Income	381,488	50,728	256,425	19.78%	(330,760)	(205,697)	256,425
Net Income Exclusive of Project Expenses, Depreciation & Amortization	2,366,994	284,068	1,453,300	19.55%	(2,082,925)	(1,169,232)	1,453,300
Projects/Grants	13,570,891	12,555,596	2,956,410	424.69%	(1,015,295)	9,599,186	2,956,410
Depreciation & Amortization	(10,076,599)	(11,102,803)	(10,236,194)	108.47%	(1,026,204)	(866,609)	(10,236,194)
Net Income	5,861,285	1,736,861	(5,826,484)	- 29.81%	(4,124,424)	7,563,345	(5,826,484)

- This report is based on an allocated budget, which is seasonally adjusted. At year-end DAA had a negative variance budget vs actual of over 1.1M.
- CARES Funds requests through the period of December were 3.9M which produces a positive variance of over 2.7M.
- The largest variance from budget in revenues comes from a reduction in concession revenues due to COVID and decreased passengers. Revenue is over 1.3M under budget. Revenue is likely still overstated due to the recording of Minimum Annual Guarantees for concessionaires. Rental car unpaid minimum annual guarantees were in the amount of \$203k. Reducing this revenue out puts revenue at over \$1.5M under budget.
- The from budget in expenses comes decreased services and charges as well as personnel costs and supplies. Essential spending was implemented which helped in the decrease of expenses. There were decreased overtime as well as delays in hiring which also contributed to the reduced spending. Expenses are about 424k under budget.
- Non-operating income is down due to decreased PFC collections while expenses are down due budgeted line of credit interest which hasn't been utilized for a total negative variance of just over 205k.

Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
Jan - March 2021

Unaudited

Financial Row	Prior Year Actual (Jan 2020 - Mar 2020)	Current Year Actual (Jan 2021 - Mar 2021)	Budget Amount (Jan 2021 - Mar 2021)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2021 - Adjust 2021)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	732,063	798,249	492,261	162.16%	66,185	305,988	1,865,240
Non-Passenger Aeronautical Revenue	368,241	353,503	352,908	100.17%	(14,738)	595	1,455,426
Passenger Airline Aeronautical Revenue	354,346	335,018	312,629	107.16%	(19,328)	22,389	1,281,878
Total - Income	1,454,650	1,486,770	1,157,798	128.41%	32,120	328,972	4,602,544
Gross Profit	1,454,650	1,486,770	1,157,798	128.41%	32,120	328,972	4,602,544
Expense							
Miscellaneous Expenses	16,866	9,680	8,060	120.11%	(7,186)	1,620	32,660
Personnel Compensation & Benefits	512,914	493,448	569,233	86.69%	(19,466)	(75,785)	2,460,392
Services and Charges	489,782	474,049	501,329	94.56%	(15,733)	(27,279)	1,877,099
Supplies	183,983	263,539	148,512	177.45%	79,556	115,027	574,230
Total - Expense	1,203,545	1,240,716	1,227,133	101.11%	37,171	13,583	4,944,381
Net Ordinary Income	251,105	246,054	(69,336)	-354.87%	(5,051)	315,390	(341,838)
Other Income and Expenses							
Other Income							
Non-Operating Revenue	170,272	97,336	85,046	114.45%	(72,936)	12,289	365,939
Total - Other Income	170,272	97,336	85,046	114.45%	(72,936)	12,289	365,939
Other Expense							
Non-Operating Expense	68,614	62,161	82,161	75.66%	(6,453)	(20,000)	328,644
Total - Other Expense	68,614	62,161	82,161	75.66%	(6,453)	(20,000)	328,644
Net Other Income	101,658	35,175	2,885	1,219.08%	(66,484)	32,289	37,295
Net Income Exclusive of Project Expenses, Depreciation & Amortization	352,764	281,229	(66,450)	-423.22%	(71,535)	347,679	(304,543)
Projects/Grants	(3,154,534)	(2,500,916)	2,222,000	-112.55%	653,618	(4,722,916)	8,888,000
Depreciation & Amortization	(2,789,150)	0	(2,513,843)	0.00%	2,789,150	2,513,843	(10,055,370)
Net Income	(5,590,920)	(2,219,688)	(358,293)	619.52%	3,371,233	(1,861,395)	(1,471,913)

- This report is based on an allocated budget, which is seasonally adjusted. At this time the DAA is at a positive variance budget vs actual of over 347k.
- The positive variance is inflated due to the MAG reconciliation for the parking lot of \$330,923.82. Taking this out we would have a positive variance of nearly \$17k.
- No CARES or CRSSA expense reimbursements have been requested in 2021.
- The results of this report are expected to change slightly with audit adjustments as well as delayed revenue and expense postings.
- The largest variance from budget in revenues comes the parking concession while other concessions are very close to budget. Non-passenger aeronautical revenue is only ~\$600 off from budget and passenger airline aeronautical revenue is over budget due to increased landing fees of \$22k.
- The largest variance from budget in expenses come from the boiler replacement project, this will be rectified when capitalized to be removed from operating expenses in future financial updates. Expenses are over \$13k over budget.
- Non-operating income is close to budget with PFCs coming in higher than expected, while expenses are down due budgeted line of credit interest

Duluth Airport Authority
Income Statement
Jan 2021, Q1 2021, Feb 2021, Mar 2021

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$2,325.00
Concession Revenue	
ATM	\$40.50
Car Rental Concession	\$64,804.06
Food & Beverage Concession	\$6,292.05
Lottery Concessions	\$365.57
Parking	\$451,565.60
Per Passenger Fee	\$1,287.00
Services/Other	\$150.00
TNC Per Trip Fee	\$942.00
Vending	\$1,292.04
Total - Concession Revenue	\$526,738.82
Customer Facility Charges	\$30,256.00
Miscellaneous Revenues	\$15,171.99
Parking	\$73,430.23
Permits	\$6,704.95
Plowing Services	\$4,725.00
Reimbursed Expenses	\$25,800.58
Rent	\$58,785.57
Sponsorship Income	\$50,000.00
State Aid	\$4,310.49
Total - Non-Aeronautical Revenue	\$798,248.63
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$2,660.54
Concession Revenue	\$23,054.91
Landing Fees	\$8,257.16
Ramp Fees	\$4,649.04
Rent	\$290,349.05
Security Reimbursement	\$24,532.34
Total - Non-Passenger Aeronautical Revenue	\$353,503.04
Passenger Airline Aeronautical Revenue	
Landing Fees	\$61,156.85
Terminal Office/Space Rental	\$273,861.60
Total - Passenger Airline Aeronautical Revenue	\$335,018.45
Total - Income	\$1,486,770.12
Gross Profit	\$1,486,770.12
Expense	
Miscellaneous Expenses	
Miscellaneous Expenses	\$80.31
Licenses & Taxes	\$2,972.00
Memberships, Dues & Subscriptions	\$2,240.58
Transaction Fees	\$4,387.10
Total - Miscellaneous Expenses	\$9,679.99
Personnel Compensation & Benefits	
Benefit Administration Fees	\$61.20
Employer Contributions for Retirement	\$42,608.66
Employer Paid Insurance	\$91,072.95
Retiree Benefits	\$27,612.00
Wages & Salaries	\$332,092.85
Total - Personnel Compensation & Benefits	\$493,447.66
Services and Charges	
Advertising	\$500.00
Central Services Fee	\$11,299.98

Financial Row	Amount
Communications & Technology	\$80,450.84
Employee Development Services	\$14,457.36
Employee Physicals	\$293.00
Finance Charge	\$49.78
Marketing	\$21,535.30
Professional Services	\$71,916.52
Rentals	\$1,360.23
Repairs and Maintenance - Contractual/Services	\$124,757.76
Sponsorship Expenses	(\$337.00)
Transportation	\$8.50
Utility Services	\$147,757.03
Total - Services and Charges	\$474,049.30
Supplies	
Office Supplies	\$14,957.37
Operating Supplies	\$45,209.06
Repairs & Maintenance Supplies	
Airfield	\$45,776.56
Building	\$122,197.04
Fencing & Gates	\$592.19
Heavy Equipment	\$24,780.12
Heavy Equipment Accessories	\$2,386.40
Light Equipment	\$4,722.73
Sand/Deicer	\$596.33
Sea Base	\$716.92
Shop Supplies	\$1,253.50
Small Tools	\$350.95
Total - Repairs & Maintenance Supplies	\$203,372.74
Total - Supplies	\$263,539.17
Total - Expense	\$1,240,716.12
Net Ordinary Income	\$246,054.00
Other Income and Expenses	
Other Income	
Capital Contributions	
Contributed Capital	\$964,749.86
Grants	(\$3,465,666.27)
Total - Capital Contributions	(\$2,500,916.41)
Non-Operating Revenue	
Interest Income	\$8,466.06
Passenger Facility Charges	\$88,869.59
Total - Non-Operating Revenue	\$97,335.65
Total - Other Income	(\$2,403,580.76)
Other Expense	
Non-Operating Expense	
Interest Expense	\$62,160.96
Total - Non-Operating Expense	\$62,160.96
Total - Other Expense	\$62,160.96
Net Other Income	(\$2,465,741.72)
Net Income	(\$2,219,687.72)

Duluth Airport Authority
Balance Sheet
End of Mar 2021

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$5,918,793.48
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$63,194.26
Accounts Receivable Billed	\$1,005,718.93
Lottery Sales Receivable	(\$2,389.00)
Total Accounts Receivable	\$1,066,524.19
Other Current Asset	
Inventory Assets	\$20,881.51
Prepaid Items	\$41,324.78
Undeposited Funds	\$28,981.71
Total Other Current Asset	\$91,188.00
Total Current Assets	\$7,076,505.67
Fixed Assets	
Accumulated Depreciation	(\$131,246,853.74)
Capital Assets	\$251,814,679.12
Work in Progress	\$528,570.16
Total Fixed Assets	\$121,096,395.54
Other Assets	
Accumulated Amortization	(\$1,984,854.42)
Airport Planning Projects - Contributed	\$3,733,532.07
Airport Planning Projects - Invested	\$526,847.41
Deferred Outflows - OPEB	\$22,744.00
Deferred Outflows - Pension	\$121,939.00
Total Other Assets	\$2,420,208.06
Total ASSETS	\$130,593,109.27
Liabilities & Equity	
Current Liabilities	
Accounts Payable	\$267,238.95
Credit Card	\$6,422.14
Other Current Liability	
Accrued Expense	\$11,299.98
Accrued Interest	\$62,160.96
Accrued Vacation	\$123,329.30
Deferred Inflows - OPEB Liabilities	\$155,208.00
Deferred Inflows - Pension	\$72,479.00
Loans Payable to City of Duluth	\$965,000.00
Unearned Revenue - Current	\$429,500.00
Unearned Revenue - Non Current	\$198,483.33
Total Other Current Liability	\$2,017,460.57
Total Current Liabilities	\$2,291,121.66
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$6,495,000.00
Net Pension Liability	\$1,175,111.00
Total Other Post Employment Benefit Liability	\$2,907,972.87
Total Long Term Liabilities	\$10,578,083.87
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$103,321,922.76
Net Income	(\$2,219,687.72)
Total Equity	\$117,723,903.74
Total Liabilities & Equity	\$130,593,109.27

Duluth Airport Authority
Duluth A/R Aging Report
As of May 11, 2021

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	4/11/2021 - 5/10/2021 (30) Open Balance	3/12/2021 - 4/10/2021 (60) Open Balance	2/10/2021 - 3/11/2021 (90) Open Balance	BEFORE 2/10/2021 (>90) Open Balance	TOTAL Open Balance
Avis Rent A Car						\$0.00	\$13,054.35	\$0.00	\$0.00	\$26,477.63	\$39,531.98
Bemidji Aviation	Invoice	4/30/2021	8224	5/30/2021	11	\$0.00	\$938.18	\$0.00	\$0.00	\$0.00	\$938.18
BKR Investments DBA Duluth Pack						\$0.00	\$225.00	\$225.00	\$0.00	\$0.00	\$450.00
Briden, Tom	Invoice	5/3/2021	8215	6/2/2021	8	\$0.00	\$196.81	\$0.00	\$0.00	\$0.00	\$196.81
Budget Rent A Car						\$0.00	\$1,483.63	\$0.00	\$0.00	\$22,923.95	\$24,407.58
Case, Ronald Jr.						\$0.00	\$0.00	\$0.00	\$0.00	(\$510.00)	(\$510.00)
Chad's Pad, LLC	Invoice	5/3/2021	8160	6/2/2021	8	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Chandler, Daniel	Invoice	3/31/2021	8110	5/8/2021	41	\$0.00	\$0.00	\$102.00	\$0.00	\$0.00	\$102.00
Childs, Matthew	Invoice	4/5/2021	8159	5/5/2021	36	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Churchill, Sean						\$0.00	\$193.35	\$193.35	\$0.00	\$0.00	\$386.70
Cirrus Design Corporation						\$0.00	\$10,193.07	(\$5,280.52)	(\$2,976.19)	(\$2,976.19)	(\$1,039.83)
City of Duluth						\$0.00	\$1,645.57	\$1,645.57	(\$625.00)	\$0.00	\$2,666.14
Civil Air Patrol						\$0.00	\$156.26	\$0.00	\$0.00	\$0.00	\$156.26
Delta Airlines						(\$5,375.34)	\$69,000.13	(\$5,645.34)	\$62,112.28	\$0.16	\$120,091.89
Divine Carriers						\$0.00	\$126.33	\$126.33	\$0.00	\$0.00	\$252.66
Donald J. Trump for President, Inc.	Invoice	9/30/2020	7431	9/30/2020	223	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
Duluth Economic Development Authority	Invoice	3/2/2021	7966	4/1/2021	70	\$0.00	\$0.00	\$0.00	\$2,025.00	\$0.00	\$2,025.00
Duluth Hangar, LLC	Invoice	5/3/2021	8196	6/2/2021	8	\$0.00	\$734.50	\$0.00	\$0.00	\$0.00	\$734.50
Enterprise Leasing Company						\$0.00	\$0.00	(\$0.01)	\$0.00	\$97,215.42	\$97,215.41
Federal Aviation Administration						\$0.00	(\$65.00)	(\$65.00)	\$0.00	\$0.00	(\$130.00)
Ferrari, Matt	Payment	5/4/2021	7307	5/4/2021	7	\$0.00	(\$153.00)	\$0.00	\$0.00	\$0.00	(\$153.00)
General Services Administration						\$0.00	\$5,102.40	(\$61.20)	\$0.00	\$0.00	\$5,041.20
Goritchan Boris						\$0.00	\$0.00	\$0.00	\$0.00	\$879.00	\$879.00
Grimsbo, Gerald	Invoice	2/10/2020	6437	3/11/2020	456	\$0.00	\$0.00	\$0.00	\$0.00	\$412.00	\$412.00
GSSC	Invoice	3/18/2021	8017	4/17/2021	54	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Hall John	Invoice	5/3/2021	8171	6/2/2021	8	\$0.00	\$277.39	\$0.00	\$0.00	\$0.00	\$277.39
Hatfield, Dan	Invoice	5/3/2021	8205	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Hermantown Hydraulics						\$0.00	\$639.58	\$639.58	\$0.00	\$0.00	\$1,279.16
Hertz-Overland West	Invoice	12/31/2020	8043	1/30/2021	131	\$0.00	\$0.00	\$0.00	\$0.00	\$56,383.56	\$56,383.56

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	4/11/2021 - 5/10/2021 (30) Open Balance	3/12/2021 - 4/10/2021 (60) Open Balance	2/10/2021 - 3/11/2021 (90) Open Balance	BEFORE 2/10/2021 (>90) Open Balance	TOTAL Open Balance
Hillman Colin	Invoice	5/3/2021	8219	6/2/2021	8	\$0.00	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
Hydro Solutions, Inc.	Invoice	5/3/2021	8173	6/2/2021	8	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
Informa	Invoice	12/15/2020	7633	1/14/2021	147	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Johnston, Paul	Invoice	5/3/2021	8214	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Kern & Kompany	Invoice	9/21/2020	7319	10/21/2020	232	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$65.00
Lake Country Air, LLC	Invoice	2/1/2021	7848	3/3/2021	99	\$0.00	\$0.00	\$0.00	\$0.00	\$455.00	\$455.00
Lake Superior Helicopters						\$0.00	\$2,418.70	\$0.00	\$0.00	\$0.00	\$2,418.70
Love Creamery	Invoice	5/3/2021	8220	6/2/2021	8	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Lyft, Inc.	Payment	5/11/2021	7328	5/11/2021	0	(\$183.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$183.00)
Magaard, Diana	Invoice	1/15/2021	7785	2/14/2021	116	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00
Mark Marino						\$0.00	(\$227.30)	\$0.00	\$0.00	\$0.00	(\$227.30)
Miner's Outdoor Adventures, LLC	Payment	1/19/2021	6925	1/19/2021	112	\$0.00	\$0.00	\$0.00	\$0.00	(\$15.70)	(\$15.70)
Minnesota Air National Guard	Invoice	3/12/2021	8002	4/11/2021	60	\$0.00	\$0.00	\$5,950.00	\$0.00	\$0.00	\$5,950.00
Minnesota Power	Invoice	5/3/2021	8177	6/2/2021	8	\$0.00	\$446.18	\$0.00	\$0.00	\$0.00	\$446.18
Monaco Air Duluth						\$0.00	\$5,798.35	\$0.00	\$0.00	\$0.00	\$5,798.35
Mountain Air Cargo						\$0.00	\$1,549.68	\$1,549.68	\$0.00	\$0.00	\$3,099.36
Northland Constructors, Inc.	Invoice	5/3/2021	8182	6/2/2021	8	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC						\$0.00	\$742.60	\$0.22	\$0.00	\$55,375.86	\$56,118.68
Opack Matthew Jr.	Invoice	5/3/2021	8216	6/2/2021	8	\$0.00	\$196.81	\$0.00	\$0.00	\$0.00	\$196.81
Palmer, John	Invoice	5/3/2021	8217	6/2/2021	8	\$0.00	\$196.81	\$0.00	\$0.00	\$0.00	\$196.81
Parsons Electric	Invoice	3/18/2021	8026	4/17/2021	54	\$0.00	\$0.00	\$65.00	\$0.00	\$0.00	\$65.00
Parthe, Lance						\$0.00	\$250.35	\$250.35	\$250.35	\$250.35	\$1,001.40
Payne, Robert	Invoice	5/3/2021	8199	6/2/2021	8	\$0.00	\$250.35	\$0.00	\$0.00	\$0.00	\$250.35
QMS, INC.						\$0.00	\$715.79	\$0.00	\$0.00	\$0.00	\$715.79
Rathbun, David	Invoice	5/3/2021	8208	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Reabe, Troy	Invoice	5/3/2021	8211	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	631	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
Republic Parking System	Invoice	1/31/2021	8046	3/2/2021	100	\$0.00	\$0.00	\$0.00	\$0.00	\$330,923.82	\$330,923.82
RS&H	Invoice	5/3/2021	8197	6/2/2021	8	\$0.00	\$2,067.56	\$0.00	\$0.00	\$0.00	\$2,067.56
Safstrom Jon	Payment	3/3/2021	7092	3/3/2021	69	\$0.00	\$0.00	\$0.00	(\$167.00)	\$0.00	(\$167.00)
Saran, Rajiv	Payment	4/8/2021	7220	4/8/2021	33	\$0.00	\$0.00	(\$153.00)	\$0.00	\$0.00	(\$153.00)
Simplex Grinnell	Invoice	3/25/2021	8044	4/24/2021	47	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00
Stevens, Mike	Invoice	5/3/2021	8210	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Sydow Dan						\$0.00	\$250.35	\$250.35	\$0.00	\$0.00	\$500.70
The Jamar Company	Invoice	3/18/2021	8020	4/17/2021	54	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00
The Landline Company						\$0.00	\$3,993.14	\$3,550.14	\$0.00	\$471.00	\$8,014.28
unifi						\$0.00	\$40.00	\$115.00	\$0.00	\$0.00	\$155.00
United Airlines	Invoice	5/7/2021	8231	6/6/2021	4	\$0.00	\$30,140.16	\$0.00	\$0.00	\$0.00	\$30,140.16

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	4/11/2021 - 5/10/2021 (30) Open Balance	3/12/2021 - 4/10/2021 (60) Open Balance	2/10/2021 - 3/11/2021 (90) Open Balance	BEFORE 2/10/2021 (>90) Open Balance	TOTAL Open Balance
United Parcel Service	Invoice	3/18/2021	8027	4/17/2021	54	\$0.00	\$0.00	\$190.00	\$0.00	\$0.00	\$190.00
Werpy, Jonas						\$0.00	\$193.35	\$193.35	\$0.00	\$125.00	\$511.70
Wicklein, John	Invoice	3/31/2021	8139	5/14/2021	41	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Williams, Ron	Invoice	5/3/2021	8212	6/2/2021	8	\$0.00	\$193.35	\$0.00	\$0.00	\$0.00	\$193.35
Total						(5,558.34)	\$159,649.78	\$4,441.85	\$60,619.44	\$605,430.86	\$824,583.59

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DULUTH AIRLINE STATISTICS ALL SCHEDULED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2020/2021 PASS. INCREASE/DECREASE			
	2019	2020	2021	2019	2020	2021	2019	2020	2021	ORIG	% DIFF	TOTAL	% DIFF
JAN	9,589	12,946	5,183	8,729	11,437	4,677	18,318	24,383	9,860	(7,763)	(59.96)	(14,523)	(59.56)
FEB	8,663	12,774	5,182	8,229	12,337	5,041	16,892	25,111	10,223	(7,592)	(59.43)	(14,888)	(59.29)
MAR	12,498	7,703	7,169	12,124	8,842	6,544	24,622	16,545	13,713	(534)	(6.93)	(2,832)	(17.12)
APR	11,429	577	7,492	11,631	666	7,702	23,060	1,243	15,194	6,915	1,198.44	13,951	1,122.37
MAY	12,376	849	-	12,744	638	-	25,120	1,487	-				
JUN	14,727	1,494	-	15,576	1,526	-	30,303	3,020	-				
JUL	16,096	3,121	-	16,016	3,327	-	32,112	6,448	-				
AUG	16,868	5,727	-	16,846	5,754	-	33,714	11,481	-				
SEP	15,070	5,664	-	13,676	5,666	-	28,746	11,330	-				
OCT	15,224	5,652	-	14,568	5,059	-	29,792	10,711	-				
NOV	12,461	4,418	-	12,341	4,349	-	24,802	8,767	-				
DEC	12,850	4,449	-	13,649	4,533	-	26,499	8,982	-				
TOTAL	157,851	65,374	25,026	156,129	64,134	23,964	313,980	129,508	48,990	(8,974)	268.03	(18,292)	246.60

TOTALS WITH CHARTER INCLUDED

Month	Enplanements			Deplanements			Total
	2019	2020	2021	2019	2020	2021	
JAN	9,876	13,252	5,183	9,016	11,743	4,677	9,860
FEB	8,663	12,950	5,214	8,229	12,513	5,073	10,287
MAR	12,818	7,703	7,204	12,444	8,842	6,579	13,783
APR	11,666	577	7,492	11,631	666	7,702	15,194
MAY	12,687	849	-	13,234	638	-	-
JUN	14,895	1,494	-	15,744	1,526	-	-
JUL	16,390	3,121	-	16,310	3,327	-	-
AUG	16,982	5,727	-	17,161	5,754	-	-
SEP	15,400	5,664	-	14,006	5,666	-	-
OCT	15,224	5,823	-	14,568	5,230	-	-
NOV	12,761	4,508	-	12,641	4,439	-	-
DEC	12,850	4,449	-	13,649	4,533	-	-
Total	160,212	66,117	25,093	158,633	64,877	24,031	49,124

DULUTH AIRLINE STATISTICS DELTA AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2020/2021 PASS. INCREASE/DECREASE			
	2019	2020	2021	2019	2020	2021	2019	2020	2021	ORIG	%DIFF	TOTAL	%DIFF
JAN	5,402	6,698	3,814	5,053	6,026	3,629	10,455	12,724	7,443	(2,884)	(43.06)	(5,281)	(41.50)
FEB	4,281	6,401	3,916	4,082	6,244	3,890	8,363	12,645	7,806	(2,485)	(38.82)	(4,839)	(38.27)
MAR	7,153	3,973	4,668	7,108	4,777	4,379	14,261	8,750	9,047	695	17.49	297	3.39
APR	6,867	331	4,045	6,882	438	4,396	13,749	769	8,441	3,714	1,122.05	7,672	997.66
MAY	7,035	374		7,187	377		14,222	751	-				
JUN	7,542	685		7,706	680		15,248	1,365	-				
JUL	8,748	2,122		8,648	2,277		17,396	4,399	-				
AUG	8,673	3,487		8,437	3,595		17,110	7,082	-				
SEP	8,092	3,941		7,389	3,908		15,481	7,849	-				
OCT	8,041	3,576		7,727	3,411		15,768	6,987	-				
NOV	7,409	3,000		7,427	2,985		14,836	5,985	-				
DEC	6,911	3,029		7,131	3,131		14,042	6,160	-				
TOTAL	86,154	37,617	16,443	84,777	37,849	16,294	170,931	75,466	32,737	(960)	264.42	(2,151)	230.32

2021 Month	Non Rev	Revenue	2021 Non Rev	Revenue	Total
JAN	150	3,664	163	3,466	7,443
FEB	150	3,766	157	3,733	7,806
MAR	148	4,320	162	4,217	8,847
APR	125	3,920	110	4,286	8,441
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
Total	573	15,670	592	15,702	32,537

DULUTH AIRLINE STATISTICS

UNITED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2020/2021 PASS. INCREASE/DECREASE			
	2019	2020	2021	2019	2020	2021	2019	2020	2021	ORIG	%DIFF	TOTAL	%DIFF
JAN	4,187	4,031	1,369	3,676	3,300	1,048	7,863	7,331	2,417	(2,662)	(66.04)	(4,914)	(67.03)
FEB	4,382	3,850	1,266	4,147	3,678	1,151	8,529	7,528	2,417	(2,584)	(67.12)	(5,111)	(67.89)
MAR	5,345	2,168	2,501	5,016	2,351	2,165	10,361	4,519	4,666	333	15.36	147	3.25
APR	4,562	122	3,447	4,749	128	3,306	9,311	250	6,753	3,325	2,725.41	6,503	2,601.20
MAY	4,851	475		4,891	261		9,742	736	-				
JUN	5,271	809		5,653	846		10,924	1,655	-				
JUL	5,109	999		5,093	1,050		10,202	2,049	-				
AUG	6,041	2,240		6,209	2,159		12,250	4,399	-				
SEP	5,215	1,723		4,798	1,758		10,013	3,481	-				
OCT	5,304	2,076		4,906	1,648		10,210	3,724	-				
NOV	3,345	1,418		3,159	1,364		6,504	2,782	-				
DEC	4,095	1,420		4,469	1,402		8,564	2,822	-				
TOTAL	57,707	21,331	8,583	56,766	19,945	7,670	114,473	41,276	16,253	(1,588)	651.90	(3,375)	617.38

Month	2021		2021		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN	55	1,314	46	1,002	2,417
FEB	71	1,195	64	1,087	2,417
MAR	78	2,423	68	2,097	4,666
APR	135	3,312	147	3,159	6,753
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
Total	339	8,244	325	7,345	16,253

DULUTH AIRLINE STATISTICS

AMERICAN AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2020/2021 PASS. INCREASE/DECREASE			
	2019	2020	2021	2019	2020	2021	2019	2020	2021	ORIG	%DIFF	TOTAL	%DIFF
JAN		2,217			2,111		-	4,328	-				
FEB		2,523			2,415		-	4,938	-				
MAR		1,562			1,714		-	3,276	-				
APR		124			100		-	224	-				
MAY	490			666			1,156	-					
JUN	1,914			2,217			4,131	-					
JUL	2,239			2,275			4,514	-					
AUG	2,154			2,200			4,354	-					
SEP	1,763			1,489			3,252	-					
OCT	1,879			1,935			3,814	-					
NOV	1,707			1,755			3,462	-					
DEC	1,844			2,049			3,893	-					
TOTAL	13,990	6,426	-	14,586	6,340	-	28,576	12,766	-	-		-	

Month	2021		2021		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN					
FEB					
MAR					
APR					
MAY					-
JUN					-
JUL					-
AUG					-
SEP					-
OCT					-
NOV					-
DEC					-
Total	-	-	-	-	-

DULUTH AIRLINE STATISTICS CHARTERS

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2020/2021 PASS. INCREASE/DECREASE			
	2019	2020	2021	2019	2020	2021	2019	2020	2021	ORIG	% DIFF	TOTAL	% DIFF
JAN	287	306	-	287	306	-	574	612	-	(306)	(100.00)	(612)	(100.00)
FEB	-	176	32	-	176	32	-	352	64	(144)	(81.82)	(288)	(81.82)
MAR	320	-	35	320	-	35	640	-	70	35	100.00	70	100.00
APR	237	-	-	-	-	-	237	-	-	-	-	-	-
MAY	311	-	-	490	-	-	801	-	-	-	-	-	-
JUN	168	-	-	168	-	-	336	-	-	-	-	-	-
JUL	294	-	-	294	-	-	588	-	-	-	-	-	-
AUG	114	-	-	315	-	-	429	-	-	-	-	-	-
SEP	330	-	-	330	-	-	660	-	-	-	-	-	-
OCT	-	171	-	-	171	-	-	342	-	-	-	-	-
NOV	300	90	-	300	90	-	600	180	-	-	-	-	-
DEC	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	2,361	743	67	2,504	743	67	4,865	1,486	134	(415)	(20.45)	(830)	(20.45)

Month	Endeavor	SUN CO.	JET BLUE	VISION	Swift Air	Allegiant	Total
JAN							-
FEB						64	64
MAR	70						70
APR							-
MAY							
JUN							
JUL							
AUG							
SEP							
OCT							
NOV							
DEC							
Total	70	-		-	-	64	134

2021 Landline Passengers

	Arrivals			Departures			Grand Total	2020 Total	Inc /Dec
	Revenue	Non-Rev	Total	Revenue	Non-Rev	Total			
January	206	7	213	265	23	288	501	1979	-1478
February	154	10	164	219	8	227	391	1161	-770
March	194	3	197	249	1	250	447	1341	-894
April	292	2	294	340	2	342	636	65	571
May									
June									
July									
August									
September									
October									
November									
December									
	846	22	868	1073	34	1107	1975	4546	-2571

Mountain Air Cargo / Fed Ex

2021		
Month	Freight In	Freight Out
January	82150	46860
February	67634	39061
March	100376	46569
April	119036	64834
May		
June		
July		
August		
September		
October		
November		
December		

369196	197324
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Bemidji Air UPS

2021		
Month	Freight In	Freight Out
January	35536	16593
February	36473	20965
March	50449	24852
April	45976	19685
May		
June		
July		
August		
September		
October		
November		
December		

168434	82095
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Combined Total	Combined Total
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Freight In	Freight Out
117686	63453
104107	60026
150825	71421
165012	84519
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

537630	279419
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2020**2020**

Freight In	Freight Out
135483	58290
135967	58836
142951	59937
174509	85534
177242	79989
157841	63263
177782	73689
149093	70256
149564	75292
148434	74170
120236	70343
149217	91579

1818319	861178
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