



# DULUTH INTERNATIONAL AIRPORT

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## 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 25<sup>th</sup> through the 27<sup>th</sup>; they are following State guidance and active on the mitigation front.
  - Landside: Terminal roof – a special meeting is scheduled April 29<sup>th</sup> 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 20<sup>th</sup> DAA board meeting at 8:50 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED: *Mary Ann Wittkop* DATE: 5-18-21