



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: June 15, 2021

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

DIRECTORS PRESENT: Anna Tanski
Craig Fellman
Kim Maki
Todd Fedora

DIRECTORS PARTICIPATING VIA ELECTRONICS MEANS:

Elissa Hansen
Jeff Anderson
Don McIsaac

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Steve Hanke, Assistant City Attorney
Mark Papko, Director of Operations
Natalie Peterson, Director of Communications & Marketing
Jana Kayser, Business Development Manager
Joelle Bodin, Director of Finance & Administration
Kaci Nowicki, SEH
Shawn McMahan, SEH
Ryan Blazevic, 148th Fighter Wing
Mark Wasserbauer, 148th FW
Scott Prom, Lt. Col., 148th FW

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Scott Sannes, SEH
Jesse Baker, Landrum & Brown
Don Monaco, Monaco Air
Kevin O'Brien

President Tanski welcomed everyone to the DAA June Board meeting and called it to order at 8:00 a.m. She explained that DAA is under the Federal mask mandate and noted Dir. Hansen as participating virtually due to a medical recovery; Dir. Anderson and Dir. McIsaac are participating virtually for discussion but are not able to vote. Mr. Tom Werner, Executive Director, updated on the Executive Director's review:

EXECUTIVE DIRECTOR'S REVIEW:

He reminded everyone to please mute any electronic devices as this meeting is using the Microsoft Teams platform. Mr. Werner recognized Pres. Tanski for being a part of this Board for these last six years, especially during this tremendous time of change. He expressed his appreciation for her perspective,

great working relationship, leadership and all her contributions to this board and presented Pres. Tanski with an appreciation plaque. Pres. Tanski thanked DAA for the opportunity and conveyed her appreciation on the rewarding experience serving and working with all involved on this Board and the DAA team. Mr. Werner introduced Mr. Kevin O'Brien as the next Board member starting next month, Mr. O'Brien is looking forward to contributing to the Board.

- Air Service: Mr. Werner presented a slide show continuing to benchmark 2019 comparison -- highlighting total passengers, seats, air service national and local notes; questions followed.
- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, reviewed the MP recent activities, upcoming meetings, and next steps -- all materials and summaries are posted to the project website. Part 150 noise study update -- Mr. Werner introduced Mr. Jesse Baker, Landrum & Brown to present on the final program recommendations. He overviewed and detailed on the planning studies, elements of the study, noise monitoring, existing and future baseline noise exposure contours. Explained the program screening process, land use mitigation alternatives and recommendations, funding, and next steps. Mr. Werner detailed further; questions and discussion followed.
 - Operations: Mr. Mark Papko, Director of Operations, spoke on the operations transition plan -- pausing and reevaluating the Airport Facilities Manager position; contingency plans are in place until September 1st. Annual FAA Part 139 inspection was held June 14th with zero discrepancies; kudos to the airfield team -- Mr. Werner thanked him for his leadership and efforts to reach these results. Mr. Papko updated on air show for next week, excited to welcome everyone, briefed on the updated guidelines allowing masks outdoors. Terminal roof -- hoping for a September start date, but there is a materials backlog, may be a chance that the project will get pushed back.
 - Sky Harbor -- Ms. Nowicki, SEH, updated on the Sky Harbor master plan project progress, next steps, and upcoming meetings; meeting materials and summaries are posted to the project website.
- Financials: Ms. Joelle Bodin, Finance and Administration Director, updated on the finance department transition, hope to have somebody in place by this fall. Updated on the annual budget cycle timeline, State M&O and putting together an operating policy for political party events, thanks to Dir. Anderson for his review.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications & Marketing, presented and overviewed on the key insights from the customer survey; questions followed.
- Legislative: Mr. Werner explained the LCCMR amendment is still out there, do not have a successful bill passage yet.
- Other: Mr. Papko briefed on the Joint Airport Zoning Board (JAZB) -- June meeting was cancelled, no significant updates at this time.

Questions and discussion followed on several of the Executive Director's review items. Dir. Fedora moved to approve the May 18, 2021 meeting minutes and consent items. Dir. Fellman seconded. Roll call, Dir. Hansen, Dir. Maki ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #18, #19, #20, and #21, 2021. Construction fund disbursement sheet #5 2021.

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Response letter from Citizens Committee Environmental Concerns (CCEC) regarding follow-up FAA letter, June 15th deadline, FAA noise study review and review clarification.

Airport news -- AAAE Airport Legislative Alliance Airport Alert article "Biden Administration Releases FY22 Budget Request.

E-Mail from Monaco Air Foundation with summary of May 2021 Activities.

Notification letter of upcoming name change by Delta Global Services to DAL Global Services dba Unifi.Notice.

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

April 2021 financial report, May 2021 accounts receivables, and airport statistics.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Papko summarized on the Taxiway A Phase 1 phases and project. Dir. Fellman moved to approve the resolution for Work Order 2021-4 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. (SEH, Inc) for Taxiway A Phase 1. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Mr. Papko reviewed the construction bid process. Questions followed. Dir. Fellman moved to approve the resolution to Award Taxiway A Phase 1 contract between Shafer Contracting and the Duluth Airport Authority. Dir Fedora seconded. Roll call – all ayes – motion carried.

Mr. Papko overviewed on the MnDOT end of the year extra funding and resulting project, Mr. Werner detailed further. Dir. Maki moved to approve the resolution to approve Work Order 2021-5 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. (SEH, Inc) for MnDOT Airfield Pavement Maintenance Project. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Mr. Papko expressed his thanks to the SEH turn for the quick turnaround for this resolution. Dir. Fedora moved to award MnDOT Airfield Pavement Maintenance Project contract between KGM Contractors, and the Duluth Airport Authority. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Kayser briefed on the air show agreement and recommended approval. Dir. Maki moved to approve the resolution for the first amendment for the Duluth Air & Aviation Expo Air Show and Exhibition agreement between the Duluth Airport Authority and Kernz & Kompany, Inc. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Ms. Kayser reviewed operating agreement and recommended approval. Dir. Fedora moved to approve

the resolution for the operating agreement between the Duluth Airport Authority and Duluth Flying Club, LLC. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Pres. Tanski moved back to Item F. Ms. Kayser noted that this was amendment number two and briefed on the agreement, she recommended approval. Dir. Maki moved to approve the resolution for the second amendment lease agreement between the Duluth Airport Authority and Hydro Solutions of Duluth, Inc. Dir. Fellman seconded. Questions followed. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the annual renewal agreement. Dir. Maki moved to approve the resolution for the Sky Harbor Airport float storage land lease agreement between the Duluth Airport Authority and Jonathan Aero. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Ms. Kayser overviewed the operating agreement and recommended approval. Dir. Fedora moved to approve the resolution for the Sky Harbor Lot 8 land lease agreement between the Duluth Airport Authority and Salter 11X LLC. Dir. Fellman seconded. Roll call – all ayes. Motion carried.

Pres. Tanski presented the new slate of officers – Dir. Fellman as President, Kim Maki Vice President and Jeff Anderson Secretary. Dir. Fedora moved the resolution to approve the selection of officers as presented. Dir. Maki seconded. Roll call – all ayes, motion carried. The Board thanked Pres. Tanski for her service, she will be missed. Dir. Maki expressed her appreciation to the whole team for capitalizing on the available MnDOT funding.

President Tanski adjourned the June 15th DAA board meeting at 10:16 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: 

DATE: 7-20-21