



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: July 20, 2021

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

DIRECTORS PRESENT: Craig Fellman
Kim Maki
Todd Fedora
Don McIsaac
Elissa Hansen
Kevin O'Brien

DIRECTORS ABSENT: Jeff Anderson

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
Amanda McDonald, DAA Intern
Steve Wabrowetz, Airside Manager
Dan Taylor, Maintenance Supervisor
Kaci Nowicki, SEH
Shawn McMahan, SEH
Clint Sciacca, SEH
Carter Nelson, Citon
Troy Hieb, Citon

OTHERS PARTICIPATING VIA ELECTRONICS
MEANS: Kathy Leon, Confidential Bookkeeper
Scott Sannes, SEH
Matt Stewart, SEH
Allison Andrashko, SEH
Eric Monson, Lake Superior Helicopters
Mike Magni, Monaco Air
Paul Huston

President Fellman welcomed everyone to the DAA July Board meeting and called it to order at 8:00 a.m. He introduced the newest Board member, Dir. O'Brien and performed roll call noting Dir. Anderson as absent.

Mr. Tom Werner, Executive Director, reminded everyone that this meeting is using the Microsoft Teams platform and to please mute your speakers and microphones. Mr. Werner recognized and expressed his sincere appreciation to two long time employees, -- Mr. Dan Taylor, Maintenance Supervisor, 20 years and Ms. Mary Ann Wittkop, Airport Executive Secretary, 25 years. Mr. Werner updated on the Executive Director's review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Mr. Werner explained the June airline numbers came in late and need to be validated, accurate numbers will be available next month.
- Operations:
 - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, overviewed the MP recent activities, meetings, feedback, and next steps – all materials and summaries are posted to the project website. Part 150 noise study – updated on the project progress, next steps, and timeline from public hearing to FAA review – all materials and summaries are posted to the project website.
 - Operations: Mr. Mark Papko, Director of Operations, introduced Mr. Carter Nelson, Citon, to present on the state of the IT system from January to date. Mr. Nelson gave background information on the initial IT infrastructure – aging, out of support hardware, lack of backups and vulnerabilities. He detailed on the improvements made, what the comprehensive manager service and cybersecurity looks like today and moving forward. Questions and discussion followed. Mr. Troy Hieb, Citon, detailed further. Mr. Werner thanked Mr. Papko for his leadership on the IT issues. Mr. Papko expressed his appreciation to the Citon team for all their work. Air Show recap -- a great success, record attendance and community event; next year's air show is scheduled for July 16th and 17th featuring the Air Force Thunderbirds; questions followed. Terminal roof update – project slated for September 1st, but supply materials could be back logged; monitoring and developing contingency plan in case the roof will need to wait one more winter.
 - Sky Harbor – Mr. Matt Stewart, SEH, updated on the Sky Harbor master plan project progress – finalizing facility recommendations, alternatives, upcoming meetings, financial implementation feasibility plan and next steps; meeting materials and summaries are posted to the project website. Mr. Werner detailed further and mentioned that the MN Council of Airports (MCOA) announced the Sky Harbor runway reconstruction and realignment project was selected for the intermediate general aviation project of the year for 2020.
- Business/Proper Development: Ms. Jana Kayser, Business Development Manager, overviewed on the 2020 minimum annual guarantee (MAG) reconciliation for concessionaires and administration process for the federal funding grant. Anticipate amendments to concessionaires' contracts in August or September. Questions followed.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications & Marketing, spoke on the TSA pre-check pop up event being hosted by DAA on August 17th – 20th, appointments are filling up fast. Updated on the upcoming Sun Country Airline flights -- pre bookings are very positive. Questions followed; Mr. Werner detailed further.
- Legislative: Mr. Werner reviewed -- watching the DOT appropriations bill, nothing to report at this time.
- Presentations/Tours/Travel Recap: Mr. Werner and Mr. Papko attended the AAAE National Airport symposium, a chance to connect with leaders to see where the industry is heading in terms of COVID recovery; great opportunity and conference.
- Other: Mr. Papko briefed on the Joint Airport Zoning Board (JAZB) – the second public hearing will be held Wednesday, July 21st; reviewed the additional clarification language and process for formal submission to MnDOT for comments and feedback. Mr. Steve Hanke, Assistant City Attorney, detailed further on the process.

Questions and discussion followed on several of the Executive Director's review items. Pres. Fellman thanked everyone for their work and reports. Dir. Hansen moved to approve the June 15, 2021 meeting minutes and consent items. Dir. Fedora seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #22, #23, #24, #25 and #26, 2021. Construction fund disbursement sheet #6 2021.

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

Letter from Minnesota Council of Airports (MCOA) regarding the Duluth Sky Harbor Airport: Runway 14/32 realignment as being selected as the MCOA's Intermediate General Aviation Airport Project of the Year 2020.

Proposed Custom Airport Zoning Ordinance for properties surrounding Duluth International Airport. Link for Metropolitan Airports Commission (MAC) Commission minutes--
<https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.

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

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Papko spoke on the opportunity in securing additional funding and reviewed the design work for midfield ramp repair. Dir. McIsaac moved to accept and approve the resolution for the Minnesota agreement No. 1047712 for State Project No. A6901-203, midfield ramp repair, design at the Duluth International Airport and to authorize the Duluth Airport Authority's President and Secretary to execute the grant agreement and any amendments. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Mr. Papko explained this work order goes along with the grant design. Dir. Fedora moved to approve the resolution for Work Order 2021-6 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. (SEH, Inc) for midfield ramp repair design. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Ms. Joelle Bodin, Director of Finance and Administration summarized on the operating policy. A question followed on amending language; discussion continued. Dir. McIsaac moved to approve the resolution with amendment language to approve Operating Policy #27 agreements with political parties or affiliations. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Kayser overviewed the land lease agreement and recommended approval. Dir. McIsaac moved to approve the resolution for the Sky Harbor Airport land lease agreement between the Duluth Airport

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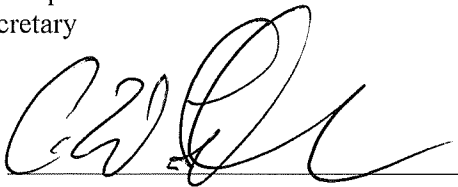
Authority and Jon Messerer / William Bellamy. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Dir. Maki moved to adjourn the meeting. Dir. McIsaac seconded. Roll call – all ayes, motion carried. President Fellman adjourned the July 20th DAA board meeting at 9:21 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:



DATE:

8-17-21