



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

MINUTES OF THE MEETING

DATE: August 17, 2021

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

DIRECTORS PRESENT: Craig Fellman
Kim Maki
Jeff Anderson
Don McIsaac
Kevin O'Brien

DIRECTORS PARTICIPATING VIA ELECTRONICS
MEANS:

Todd Fedora

DIRECTORS ABSENT: Elissa Hansen

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Mark Papko, Director of Operations
Natalie Peterson, Director of Communications & Marketing
Jana Kayser, Business Development Manager
Ryan Welch, Airport Facilities Manager
Amanda McDonald, Intern
Kaci Nowicki, SEH
Shawn McMahan, SEH
Mike Billings, Jamar Company
Mike Dosan, Kraus Anderson
Mike Magni, Monaco Air

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Kathy Leon, Confidential Bookkeeper
Paul Huston, HNTB
Allison Andrashko, SEH
Don Monaco, Monaco Air

President Fellman welcomed everyone to the DAA August Board meeting and called it to order at 8:00 a.m. He performed roll call noting himself, Dir. Maki, Dir. Anderson, Dir. McIsaac and Dir. O'Brien as present; Dir. Fedora is participating virtually due to a medical condition and Dir. Hansen is absent.

Mr. Tom Werner, Executive Director, updated on the Executive Director's review:

EXECUTIVE DIRECTOR'S REVIEW:

- Air Service: Presented the airport air service update highlighting total passengers year to date, total seats, and local airline notes; spoke on key metrics statistics – air cargo, fuel sales, rental cars, parking lot and restaurant. Updated on the Small Community Air Service Development (SCASD) grant award; have initiated conversations with airlines but will have to be patient – will continue to update. Questions and discussion followed.
- Operations/Construction/Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, reviewed the MP recent activities, meetings, feedback, next steps, and timeline -- all materials and summaries are posted to the project website; Mr. Werner detailed further. Part 150 noise study – updated on the project progress, draft submitted to FAA for review, next steps, and timeline – all materials and summaries are posted to the project website.
 - Operations: Mr. Mark Papko, Director of Operations, invited Mr. Shawn McMahon and Ms. Nowicki, SEH, to overview on the Hangar 101 demolition project, they gave background information and summarized on the steps completed, next phases, site redevelopment process and timeline post demolition. Mr. Werner detailed further, questions and discussion followed. Mr. Papko moved to the terminal roof update and introduced Mr. Mike Dosan, Kraus Anderson and Mr. Mike Billings, Jamar Company, to run through the schedule and layout plans for the roof replacement project; questions followed. Mr. Papko spoke on the Taxiway A phasing, sequencing, and funding; Mr. Werner detailed further. Mr. Papko briefed on the Public Safety and Airport Facility manager positions -- in the recruiting process hope to have a full operation's management team in two months
 - Sky Harbor – Ms. Nowicki reviewed the Sky Harbor master plan project progress and next steps; meeting materials and summaries are posted to the project website. Mr. Werner detailed further. He mentioned that the MN Council of Airports (MCOA) has awarded the Sky Harbor runway reconstruction and realignment project for the 2020 intermediate general aviation project of the year; congratulations to all involved in the planning, development, and construction for that fifteen-year project.
- Business/Proper Development: Ms. Jana Kayser, Business Development Manager, overviewed on the Hangar 104 market appraisal and timeline; will keep updated on process. She explained the notice for a tenant owned hangar removal from the safety area; alternative location is available; questions followed.
- Financial Update: Ms. Joelle Boden, Finance & Administration Director, spoke on the cyber insurance coverage, finance department transition process -- plan to post for a part time accountant by August, and opportunity for refunding City of Duluth bonds; Dir. Fedora detailed further. Ms. Bodin presented the second quarter financial update; Mr. Mike Magni Monaco Air reviewed the health of the general aviation sector and Mr. Werner detailed further on financials. Ms. Bodin summarized on the concessionaire relief plan and relief funding strategies.

- Marketing/Communications: Ms. Natalie Peterson, Director of Communications & Marketing, spoke on the TSA pre-check pop up event, being held here this week -- appointments are full, walk-in appointments only; process is going very smooth, customers are appreciative, very successful. Marketing strategy is in the final creative portion and planning for commercial production. Questions followed.
- Other: Mr. Papko briefed on the Joint Airport Zoning Board (JAZB) – the board met earlier this month and approved the submission of the current proposed zoning ordinance to MnDOT for review. Mr. Werner overviewed on the new paperless format for the DAA board orientation and reference handbook.

Pres. Fellman thanked everyone for their work and reports. Dir. McIsaac moved to approve the July 20, 2021 meeting minutes and consent items. Dir. Anderson seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #27, #28, #29 and #30, 2021. Construction fund disbursement sheet #7 2021.

E-mail from DAA to Small Community Air Service Development (SCASD) supporter's announcing success in the award request for direct service to Denver.

Small Community Air Service Development (SCASD) program order awarding grants.

DAA news release "Duluth International Airport to Host Precheck Pop-Up Event".

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

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

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

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Peterson reviewed the UMD sponsorship agreement and recommended approval. Dir. Anderson moved to approve the UMD Bulldog sponsorship agreement between the Duluth Airport Authority and University of MN Duluth Athletics. Dir. Maki seconded. Roll call – all ayes. Motion carried.


Ms. Peterson explained this agreement as UMD's presence at the airport and recommended approval. Dir. Maki moved to approve the resolution for the license agreement to display advertising between the Duluth Airport Authority and University of MN Duluth Athletics. Dir. McIsaac seconded. Roll call – all ayes. Motion carried.

Ms. Kayser overviewed the renewal ground lease agreement and recommended approval. Dir. Fedora moved to approve the resolution for the ground lease agreement between the Duluth Airport Authority and PGKK Company. Dir. O'Brien 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 August 17th DAA board meeting at 9:49 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  _____

DATE: 9-21-21