



# DULUTH INTERNATIONAL AIRPORT

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## MINUTES OF THE MEETING

DATE: September 21, 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  
Steve Hanke, Assistant City Attorney  
Mark Papko, Director of Operations  
Natalie Peterson, Director of Communications & Marketing  
Jana Kayser, Business Development Manager  
Joelle Bodin, Finance & Administration Director  
John Graves, Airport Facilities Manager  
Kaci Nowicki, SEH  
Shawn McMahon, SEH  
Mike Magni, Monaco Air  
Bill King, Cirrus Design

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS: Kathy Leon, Confidential Bookkeeper  
Don Monaco, Monaco Air  
Allison Andrashko, SEH  
Scott Sannes, SEH  
Matt Stewart, SEH

President Fellman welcomed everyone to the DAA September Board meeting and called it to order at 8:00 a.m. He performed roll call noting Dir. Fedora will participate 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 August total passengers year to date, total load factors by route, seats and spoke on national and local air services news.

Dir. Fedora joined the meeting virtually at 8:23 a.m.

- Operations/Construction/Planning:
  - Planning: Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki and Mr. Shawn McMahon, SEH, focused on the Taxiway A project overviewing the existing taxiway, pavement conditions, non-standard design features, alternatives, and stakeholder feedback; detailed on the multi-year phasing, funding process and scheduling; spoke on next steps for MP and completion timeline -- all materials and summaries are posted to the project website. 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. Mr. Werner detailed further; questions followed.
  - Operations/Construction: Mr. Mark Papko, Director of Operations, introduced and welcomed the new Airport Facilities Manager, Mr. John Graves. Mr. Papko overviewed and presented a brief slide show on construction projects – Runway 3-21 lighting and signage RFQ, terminal roof, hangar area mill and overlay. Ms. Nowicki updated on the Hangar 101 demolition project, speaking on background, architectural history, environmental assessment (EA) process and next steps; questions followed.
  - Sky Harbor – Ms. Nowicki reviewed the Sky Harbor master plan project progress highlighting CBP usage, facility needs, recommendations, next steps, and upcoming meetings; meeting materials and summaries are posted to the project website.
- Business/Proper Development: Ms. Jana Kayser, Business Development Manager, spoke on hangar inspections, Hangar 104 market appraisal, timeline, and standard lease policy; questions and discussion followed.
- Financial Update: Ms. Joelle Boden, Finance & Administration Director, overviewed and detailed on the 2022 draft DYT, DLH rates, charges, budget, assumptions, and timeline. Cyber insurance coverage – DAA does have coverage; spoke on the parking minimum annual guarantee (MAG), more to update next month.
- Legislative: Mr. Werner explained continue to watch discussion around the infrastructure bill.
- Presentations/Tours: Mr. Werner has met the new President of the Grand Rapids Chamber of Commerce and had several interactions with that Chamber, more meetings to come.
- Other: Mr. Papko spoke on the Joint Airport Zoning Board (JAZB) – still waiting on MnDOT's final response for proposed zoning ordinance. Mr. Werner reminded everyone that the Board retreat is scheduled for December 2<sup>nd</sup>, more details to be forwarded.

Mr. Werner will be participating on the Duluth Pack podcast today.

Pres. Fellman thanked everyone for their work and reports. Dir. McIsaac moved to approve the August 17, 2021 meeting minutes, August 30, 2021 special meeting minutes and consent items. Dir. Anderson seconded. Roll call, all ayes, motion carried.

#### CONSENT ITEMS

Cash Disbursement Sheets #31, #32, #33 and #34, 2021. Construction fund disbursement sheet #8 2021.

AAAE Legislative Alliance Airport Alert "Face Mask Requirement Extended Until January 18, 2022".

Letter from Reef Parking / Republic Parking System to DAA summarizing request regarding the minimum annual guarantee and response letter from DAA to Reef Parking.

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

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

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

#### OPPORTUNITY FOR PERSONS TO BE HEARD

None.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Ms. Bodin reviewed the CRRSA concessionaire relief and recommended approval. Dir. Fedora moved to approve the resolution for the CRRSA concessionaire relief associated with rent due for concession occupancy or commercial use After December 27, 2020 in the proportional amounts shown on Exhibit A per FAA approval. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Bodin summarized on the refinancing of City Bonds and recommended approval. Questions followed. Dir. Anderson moved to approve the resolution for providing for the execution of an amended and restated loan agreement with the City of Duluth. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Papko overviewed the Capital Improvement Program (CIP) process, timeline and spoke on the MnDOT grant and projects. Dir. McIsaac moved to accept and approve the MnDOT grant for seaplane base dock expansion in the estimated total amount of \$20,000 and seaplane base ramp rehab in the estimated total amount of \$50,000 and to authorize the Duluth Airport Authority's President and Secretary to execute the grant and any amendments. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Mr. Papko summarized on the three main components for this grant and detailed on the projects. Dir. Maki moved to accept and approve the MnDOT grant for Hangar 101 (construction) project in the estimated total amount of \$350,000; midfield ramp repair project in the estimated total amount of \$1,000,000, and pavement maintenance project in the estimated total amount of \$150,000 and to authorize the Duluth Airport Authority's President and Secretary to execute the grant and any amendments. Dir. Fedora seconded. Roll call – all ayes. Motion carried.

Ms. Kayser explained the updated land lease agreement at Sky Harbor and recommended approval. Questions followed. Dir. O'Brien moved to approve the resolution for the Sky Harbor Airport Hangar #9 land lease agreement between the Duluth Airport Authority and Cotter / Luck. Dir. Fedora seconded. Roll call – all ayes. Motion carried.

Ms. Kayser reviewed the airline lease agreement and spoke on the incentive language. Dir. Anderson moved to approve the resolution for the airline use and lease agreement by and between the Duluth Airport Authority and Sun Country, Inc., dba Sun Country Airlines. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the air charter operation out of Duluth and recommended approval. Dir. O'Brien moved to approve the resolution for the operator agreement between the Duluth Airport Authority and Premium Air. Dir. McIsaac seconded. Roll call – all ayes. Motion carried.

Dir. Anderson moved to adjourn the meeting. Dir. McIsaac seconded. Roll call – all ayes, motion carried. President Fellman adjourned the September 21<sup>st</sup> DAA board meeting at 9:48 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED: \_\_\_\_\_

DATE: 10-19-21






# 9-21-21 Minutes

Final Audit Report

2021-10-19

Created:	2021-10-19
By:	Mary Ann Wittkop (mwittkop@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmJVezoGycnjX7POHAz77ykRoF_julLgz

## "9-21-21 Minutes" History

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