



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA DECEMBER 21, 2021

AMATUZIO CONFERENCE ROOM DULUTH INTERNATIONAL AIRPORT

A Portion of this Meeting Will Be Closed Pursuant to Minn. Stat. § 13D.05, Subd. 3(a) To Evaluate the Performance of the Executive Director

Click below to access meeting by Microsoft Teams:

<https://duluthairport.com/wp-content/uploads/2021/12/12-DAA-December-Board-Notice.pdf>

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

II *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

A. Approval of November 16, 2021 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Operating Cash Disbursement Sheets #38, #39 and #40, 2021, Construction Fund Disbursement Sheet #12, 2021, and Operating ACH Payment Register #1, #2 and #3, 2021.

IV *CORRESPONDENCE

- A. Airport News: November 8, 2021 ENR Midwest “Best Airport/Transit Duluth Sky Harbor”, November 24, 2021 DNT “Pilot Shortage Stalls Potential Duluth-to-Denver Flight Back to 2023”, December 13, 2021 “Duluth International Airport Celebrates New Sun Country Service with Pack Your Bag and Go Launch Event”.
- B. November 17, 2021 Letter from Citizens Committee Environmental Concerns (CCEC) to DAA Regarding Lack of Airport Noise Reduction by FAA 150 Noise Study.
- C. November 22, 2021 Letter from DAA to Customs & Border Protection (CBP) Regarding CBP General Aviation Facility Duluth Sky Harbor Airport.
- D. December 1, 2021, E-Mail from Monaco Air Foundation with Summary of November 2021 Activities.
- E. Part 150 Study Comments & Responses.
- F. Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.

V OPPORTUNITY FOR PERSONS TO BE HEARD



VI OLD BUSINESS

None

VII NEW BUSINESS

- A. Resolution to Approve Amendment No. 2 to Grant Agreement 5542B Between the Duluth Airport Authority and County of St. Louis County in Support of the Small Community Air Service Development Grant Program (SCASD).
- B. Resolution to Approve CFC Use for Reimbursement of All Eligible Terminal and Parking Structure Construction and Financing Costs Associated with Rental Car Related Activities Per Exhibit A.
- C. Resolution to Approve ARPA Concessionaire Relief Associated with Rent Due for Concession Occupancy or Commercial Use After March 11, 2021 in the Proportional Amounts Shown on Exhibit A (to be Distributed at Meeting), Subject to FAA Approval.
- D. Resolution to Approve the Vision 2040 Duluth International Airport Master Plan Recommendations.
- E. Resolution to Approve Work Order 2021-9 Between the Duluth Airport Authority and SEH, Inc. for Taxiway A Phase 2 -- Final Design (DLH).
- F. Resolution to Approve Work Order 2021-10 Between the Duluth Airport Authority and SEH, Inc. for Apron Rehabilitation – Design (DYT).
- G. Resolution to Approve the Lease Agreement Between the Duluth Airport Authority and MediaUSA, Inc.
- H. Resolution to Approve the Terminal Space Lease Agreement Between the Duluth Airport Authority and Aeronautical Radio, Inc.
- I. Resolution to Approve a Reimbursable Agreement Between the Duluth Airport Authority and the Federal Aviation Administration in the amount of \$569,849.04 for a Siting Study to Determine Possible Locations of a Future Air Traffic Control Tower at the Duluth International Airport
- J. Resolution to Approve an Employee Incentive Award to Mark Papko in the Amount of \$1000 Pursuant to the Duluth Airport Authority’s Operating Policy #5.
- K. The Meeting Will Now Close to the Public Pursuant to Minn. Stat. 13D.05 Subd.3 (a) to Evaluate the Performance of Executive Director, Tom Werner. The Meeting Will Reopen to the Public at the Time Announced Upon Completion of the Evaluation. Members of the Public Will Need to Log Out or Be Removed During the Closed Meeting and Will Need to Log Back Into the Meeting When it Reopens to the Public.
- L. Regular Meeting Reopened to the Public Pursuant to Minnesota Statutes Chapter 13D.
- M. Summary of Year 2021 Performance Evaluation of Executive Director.
- N. Resolution Authorizing a Salary Increase and a One-Time Incentive Payment to Executive Director Thomas J. Werner Pursuant to Employment Contract.
- O. Resolution to Approve Executive Director’s 2022 Work Plan.
- P. *October 2021 Financial Reports.
- Q. *November 2021 Accounts Receivables.
- R. *November 2021 Airline, Cargo & Landline Statistics.

VIII DIRECTORS REPORTS

Items annotated by an (*) are approved by consent and require no discussion or action unless questioned by a Director (In accordance with resolution passed by Directors on March 19, 2002).