



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: November 16, 2021

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

DIRECTORS PRESENT: Craig Fellman
Jeff Anderson
Don McIsaac
Elissa Hansen
Kevin O'Brien

DIRECTORS PARTICIPATING VIA ELECTRONICS
MEANS: Todd Fedora

DIRECTORS ABSENT: Kim Maki

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
Mike Magni, Monaco Air
Kaci Nowicki, SEH
Shawn McMahan, SEH
Eric Monson, Lake Superior Helicopters

OTHERS PARTICIPATING VIA ELECTRONICS
MEANS: Joelle Bodin, Finance & Administration Director
Kathy Leon, Confidential Bookkeeper
Matt Stewart, SEH
Scott Sannes, SEH
Don Monaco, Monaco Air
Allison Andrashko, SEH
Jesse Baker, Landrum & Brown

President Fellman welcomed everyone to the DAA November Board meeting and called it to order at 8:00 a.m. He performed roll call noting Dir. Fedora as attending virtually due to an underlying health condition and Dir. Maki as absent.

Dir. Hansen arrived at 8:03 a.m.

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

- Air Service: Spoke on the airport air service presentation noting October total passengers year to date, total load factors, seats, national and local air services news and updates; overviewed key metrics statistics – air cargo, fuel sales, rental cars, parking lot and restaurant.
- Operations/Construction/Planning: Mr. Werner reviewed on the pursuit for a reimbursable agreement, have engaged with the FAA regional administrator for help to get a contract in hand and explained why that is important.
 - Master Plan (MP) and Part 150 Noise Study -- Ms. Kaci Nowicki, SEH, briefed on the MP recent activities, meetings and feedback, finalizing of the financial implementation plan development, next steps, milestones to completion and timeline -- all materials and summaries are posted to the project website. Part 150 noise study -- summarized on the November 2nd public workshop, hearing, and timeline process, written comments will be accepted until November 26th; Mr. Werner read highlight points from a noise study comment letter received this morning from the CCEC; Mr. Jesse Baker, Landrum & Brown mentioned another comment letter that will also be added to the input of public comments. Questions followed. Mr. Werner recognized the work of SEH and Landrum & Brown for their hard work on a very comprehensive process and project.
 - Operations/Construction: Mr. Mark Papko, Director of Operations, spoke on the terminal holiday décor, snow removal meetings with tenant partners, and very happy to announce the new Public Safety Manager has been selected – Mr. Matt Snell; gave a brief background and information on him.
 - Sky Harbor – Ms. Nowicki, SEH, reviewed the Sky Harbor master plan project progress, continue to research Customs Border Protection (CBP) service, facility needs, next steps and timeline; Mr. Werner detailed further and congratulated SEH, DAA and the Sky Harbor Airport runway realignment project for being recognized as the best airport transit project by the ENR Midwest online magazine.
- Business/Proper Development: Ms. Jana Kayser, Business Development Manager, summarized on the Sun Country Airlines and ground handling services agreements; next month should have these agreements for approval. She reported the good news of a payment received on a 2020 minimum annual guarantee (MAG).
- Financial Update: Mr. Werner overviewed on the ARPA and CRRSA concessionaire relief, updated bond payment schedule, and December will be coming back to the board with a CFC and PFC reconciliation. He presented the third quarter financial update noting revenues, cost per enplaned passenger (CPE), operating expenditures, supplies and detailed on the executive summary.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications and Marketing, spoke on the annual holiday party December 16th and the Sun Country launch event December 17th.
- Legislative: Mr. Werner spoke on the City of Duluth's effort to change the airport property tax modifications and the rundown of the airport provisions that are included in the recently passed infrastructure package.

- Other: Mr. Papko explained there are no new significant updates for the Joint Airport Zoning Board (JAZB); these meetings will be moving back to their quarterly schedule. Mr. Werner shared that the co-authored paper on airport's experiences during COVID-19 has been published in the Research in Transportation Economics Journal and detailed on the December 2nd board retreat plans, questions followed.

Pres. Fellman congratulated all on sharing the good news provided in this summary review. Dir. Anderson moved to approve the October 19, 2021 meeting minutes and consent items. Dir. McIsaac seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Cash Disbursement Sheets #38, #39, and #40, 2021. Construction fund disbursement sheets #10 and #11, 2021.

Airport news: October 6, 2021 thepointsguy.com "United CEO Talks Travel: Boeing 767s Will Return to JFK, Future of 50-Seat Regional Jets Uncertain", DLH Press Release "A Reminder of the Full Details Regarding DLH's New Sun Country Service", Reuters Business News "U.S. Airlines, White House Say Vaccine Mandate Will Not Impact Holiday Travel", USA Today "SkyWest Cancels Hundreds of Flights: American, Delta, United, Alaska Airlines Impacted", and DLH press release "Duluth International Airport Air Service Update".

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

Letter from DAA to FAA regarding Duluth International Airport Air Traffic Control Tower siting study reimbursable agreement.

Link for Part 150 Noise Study – Duluth International Airport -- [Part 150 Noise Study - Duluth International Airport \(duluthairport.com\)](#).

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

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

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Werner overviewed the total process including public involvement for the Part 150 Noise Study. The link for the full summary and information packet has been provided on the agenda and is located on the website, the DAA staff recommends approval. Mr. Jesse Baker, Landrum

& Brown detailed further,. Dir. Fedora moved to approve the resolution to approve the recommendation of the Duluth International Airport's Part 150 Noise Study. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Papko reviewed Phase 2 of the Taxiway A preliminary design, explaining the project and timeline, questions followed. Dir. McIsaac moved to approve the resolution for Work Order 2021-7 between the Duluth Airport Authority and SEH, Inc. for Taxiway A Phase 2 preliminary design. Dir. O'Brien seconded. Roll call -- Dir. Anderson abstained, Pres. Fellman, Dir. McIsaac, Dir. O'Brien, Dir. Fedora ayes. Motion carried.

Mr. Papko summarized on the work order for lighting and signage replacement design, questions followed. Dir. Hansen moved to approve the resolution for Work Order 2021-8 between the Duluth Airport Authority and SEH, Inc. for Runway 3-21 lighting and signage replacement final design. Dir. McIsaac seconded. Roll call -- Dir. Anderson abstained, the rest ayes. Motion carried.

Mr. Papko spoke on the internet access agreement and noted the language addition, he recommended approval. Dir. Anderson moved to approve the resolution with the language modification for the standard internet access agreement and authorize Executive Director to execute all future agreements and make modifications with legal counsel approval. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Werner summarized on the Sky Harbor rates and charges. Dir. Hansen moved to approve the resolution for the Sky Harbor Airport DYT 2022 rates and charges addendum Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Werner explained and reviewed the next two resolutions as standard maintenance and operations agreements, he recommended approval. Dir. Hansen moved to accept and approve Duluth International Airport maintenance and operations grant contract 1047446 and to authorize the Duluth Airport Authority's President and Secretary to execute the contract and any amendments. Dir. McIsaac seconded. Roll call – all ayes. Motion carried.

Dir. O'Brien moved to accept and approve Sky Harbor Airport maintenance and operations grant contract 1047447 and to authorize the Duluth Airport Authority's President and Secretary to execute the contract and any amendments. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the office space lease agreement, she recommended approval. Dir. Hansen moved to approve the resolution for the terminal office space lease agreement between the Duluth Airport Authority and Short Elliott Hendrickson (SEH). Dir. McIsaac seconded. Roll call – Dir. Anderson abstained, the rest ayes. Motion carried.

Mr. Werner wanted Board members to be aware of the opportunity to attend reoccurring DAA staff meetings and presented a listing of these meetings; he welcomed anyone interested to attend.

Pres. Fellman overviewed the recent conversations and topics related to the discussion for board members on an attendance policy. He welcomed everyone's comments and opened the discussion. Round the table comments and conversation followed regarding attendance, remote attendance and complying with open meeting laws; the consensus was to support a subcommittee to research and provide recommendation by the next meeting.. Dir. Anderson volunteered to serve on the subcommittee along with Steve Hanke, Assistant City Attorney and Mr. Werner.

Dir. Fedora questioned if there was an ILS update, Mr. Werner detailed on funding and timing of the project.

Dir. Hansen moved to adjourn the meeting. Dir. O'Brien seconded. Roll call – all ayes, motion carried. President Fellman adjourned the November 16th DAA board meeting at 9:28 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____



DATE: _____

12-21-21