



DAA Board Retreat Special Meeting

DATE: December 2, 2021

PLACE: Skyline Social & Games
Lodge/ Company Meeting Room

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

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 Marketing &
Communications
Joelle Bodin, Finance & Administration Director
Jana Kayser, Business Development Manager
Mike Bown, Trillion Aviation
John DeCoster, Landrum & Brown
Kaci Nowicki, SEH
Shawn McMahan, SEH
Scott Sannes, SEH
Matt Stewart, SEH

President Fellman welcomed everyone and called the Board Retreat special meeting to order at 8:00 a.m. He expressed his appreciation to the DAA staff for this opportunity for Board members to get a full understanding on the Master Plan. Ms. Kaci Nowicki, Short Elliot & Hendrickson (SEH), explained the handouts and agenda for today's meeting. She spoke on background information and overviewed the goals, objectives, and process for the Duluth International Airport Vision 2040 Master Plan; Mr. Tom Werner, Executive Director, detailed further. Questions & discussion followed.

Mr. Werner introduced Mr. Mike Bown, Landrum & Brown, to speak on the aviation forecast and air service update outlook. Mr. Bown presented a comprehensive air service update detailing on near term and longer-term key industry trends, Duluth International Airport air service, impacts from COVID, 2023 and beyond, review of recent carrier

meetings and planned activity for 2022 through 2023. Mr. John DeCoster, Landrum & Brown provided more information. Questions and conversation followed.

Dir. McIsaac left the meeting at 8:45 a.m. and returned at 10:26 a.m.

Mr. Werner recommended a ten-minute break at 9:35 p.m. He reconvened the meeting at 9:46 a.m.

Ms. Nowicki overviewed the Master Plan public involvement, noting the stakeholder outreach, committees, and summarizing on the engagement efforts. Mr. Werner detailed further; discussion and questions continued. Ms. Nowicki moved on to inventory highlighting the airfield pavement conditions and maintenance; taxiway network and design; air traffic control tower and other airfield buildings, building assessment summary, condition assessment; and aviation activity. Questions and discussion followed. She continued with an environmental overview and reviewed the airside recommendations and alternatives. Mr. Shawn McMahon and Mr. Matt Stewart, SEH, provided more information; Mr. Werner detailed further; discussion continued.

Mr. Werner recommended a lunch break at 11:50 p.m. Ms. Natalie Peterson, Director of Marketing & Communications reviewed the lunch and activity arrangements.

Mr. Werner reconvened the meeting at 12:38 and invited Ms. Nowicki to resume her presentation. She continued with landside facility recommendations and alternatives – touching on passenger board bridge assessment, terminal secure area, vehicle parking recommendations, SRE equipment, other future developmental plans, property, and areas and the NEPA environmental review. Mr. DeCoster from Landrum & Brown overviewed the CIP summary, feasibility, projections, and financial implementation. Discussion and questions followed. Mr. Werner detailed further.

Mr. Werner recommended a break at 2:15 p.m.

He reconvened the session at 2:26 p.m. Ms. Nowicki summarized on the Part 150 Noise Study; Mr. Werner commented further on the study. Mr. Werner moved on to the final topic to reconcile the strategic plan with the Master Plan. He overviewed the vision and mission, progress update and recommended changes to the strategic initiatives. President Fellman opened the table to discussion; a detailed and lengthy conversation followed. Mr. Werner and Pres. Fellman expressed their appreciation for everyone's efforts and input during this session. Ms. Peterson reminded participants that the social hour would immediately follow.

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The DAA Board Retreat special meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____



DATE: _____

1-18-22