



# DULUTH INTERNATIONAL AIRPORT

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## MINUTES OF THE MEETING

DATE: January 18, 2022

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

DIRECTORS PRESENT: Craig Fellman  
Jeff Anderson  
Todd Fedora  
Elissa Hansen  
Kevin O'Brien

DIRECTORS ABSENT: Kim Maki  
Don McIsaac

OTHERS PRESENT: Tom Werner, Executive Director  
Mary Ann Wittkop, Recording Secretary  
Natalie Peterson, Director of Communications & Marketing  
Jana Kayser, Business Development Manager  
Joelle Bodin, Finance & Administration Director  
Kaci Nowicki, SEH  
Shawn McMahan, SEH  
Eric Monson, Lake Superior Helicopters  
Makenzie Welch

OTHERS PARTICIPATING VIA ELECTRONICS  
MEANS: Steve Hanke, Assistant City Attorney  
Mark Papko, Director of Operations  
Kathy Leon, Confidential Bookkeeper  
Mike Magni, Monaco Air  
Allison Andrashko, SEH  
Paul Huston, HNTB

President Fellman welcomed everyone to the DAA January Board meeting and called it to order at 8:05 a.m. He invited Mr. Tom Werner to update on the Executive Director's review:

- Air Service: Mr. Werner presented the airport air service update highlighting December passengers', end of year totals, load factors, seats, national and local air services news and updates; questions followed. He spoke on the positive correspondence with DOT regarding the SCASD extension.
- Planning, Operations, and Maintenance:
  - Planning & Construction: Mr. Werner spoke on the AFTIL reimbursable agreement – has been submitted to FAA and next steps. With the Master Plan recommendations intend to go out for a construction management RFQ for future building projects.
  - Operations, and Maintenance: Mr. Mark Papko, Director of Operations, gave background information and spoke on the status of the terminal Customs Border Protection (CBP) Federal Inspection Service (FIS) facility – going through steps to evaluate facility assessment and guidelines for a plan of action and cost estimate. Questions followed.
  - Sky Harbor – Mr. Werner explained three alternative courses of action being researched for the FIS at Sky Harbor; Ms. Kaci Nowicki, SEH, detailed further on the master plan project progress.

- Business/Property Development: Ms. Jana Kayser, Business Development Manager, overviewed last year's request of termination of contract from Hertz; plan to submit resolutions next month for early termination and write off for rent; questions followed. She reviewed contract negotiations with the City of Duluth regarding the MRO ground lease; Mr. Werner detailed further.
- Financial Update: Ms. Joelle Bodin, Finance & Administration Director overviewed the annual audit -- a new audit director, the audit will be remote and in person, timeline March through April. She reviewed the ARPA concessionaire relief and presented a summary of the concessionaire relief to date.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications and Marketing, spoke on the Duluth Day's sponsorship and marketing message; questions followed.
- Legislative: Mr. Werner explained continue to keep the congressional staff delegation up to date.
- Other: Mr. Werner spoke on his appreciation to his entire team during these difficult conditions; due to cost of living and hard work from everyone a staff wage increase of six percent for all employees has been implemented; Dir. Fedora echoed appreciation to the staff.

Pres. Fellman thanked everyone for their summary review. Dir. Fedora moved to approve the December 2, 2021 special board meeting minutes, December 21, 2021 meeting minutes, and consent items. Dir. Anderson seconded. Roll call, all ayes, motion carried.

#### CONSENT ITEMS

Cash Disbursement Sheets #44, #45, #46, 2021, and #1, 2022. Construction Fund Disbursement Sheet #13, 2021, and Operating ACH Payment Register #5, #6, 2021 and #1, 2022.

Letters from DAA to Senator Amy Klobuchar, Senator Tina Smith and Congressman Pete Stauber regarding the Infrastructure Investment and Jobs Act (IIJA) programming considerations.

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

Letter from City Auditor to DAA requesting the annual audit for year ending 2021.

Airport News: Simple Flying Article "Playing to the Local Market: Sun Country's Growth in the Midwest"; DNT article "Duluth Airport Looks to Quell Noise Concerns" and January/February 2022 Duluthian Article "Bullish on the Future – Through Its Vision 2040 Master Plan, The Duluth Airport Authority Sets the Stage for Future Projects and Growth".

Letter from US Customs & Border (CBP) to DAA regarding removal of CBP equipment from current location at DLH.

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

November 2021 financial report, December 2021 accounts receivables, and airport statistics.

#### OPPORTUNITY FOR PERSONS TO BE HEARD

None.

#### OLD BUSINESS

None.

NEW BUSINESS

Ms. Bodin overviewed the cash balance policy and recommended approval. Dir. Anderson thanked Mr. Werner for his input and insight on this process. Dir. O'Brien moved to approve the resolution for Operating Policy #28 minimum cash balance policy. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Mr. Werner explained and reviewed the amendments to the strategic plan and recommended approval. Dir. Anderson moved to approve the resolution for amendments to the Duluth Airport Authority's Strategic Plan 2020 - 2025. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Mr. Werner summarized on the amendment to the Bylaws concerning attendance; Pres. Fellman detailed further and thanked the committee for their efforts. Dir. Anderson moved to approve the resolution for an amendment to the Duluth Airport Authority Bylaws Article 3 to include attendance expectations for the Board of Directors. Questions and discussion followed; several directors expressed their approval for a very good policy. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

President Fellman mentioned that Dir. McIsaac has submitted his resignation as he is moving to Canada. Discussion followed on potential candidates; any questions or interest to apply can be referred to Mr. Werner.

Dir. O'Brien moved to adjourn the meeting. President Fellman seconded and adjourned the January 18th DAA board meeting at 8:53 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

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

DATE: 2-15-22