



# DULUTH INTERNATIONAL AIRPORT

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## MINUTES OF THE MEETING

DATE: March 15, 2022

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

DIRECTORS PRESENT: Craig Fellman  
Kim Maki  
Todd Fedora  
Elissa Hansen

### DIRECTORS PARTICIPATING VIA ELECTRONICS MEANS:

Jeff Anderson

DIRECTORS ABSENT Kevin O'Brien

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  
Ryan Welch, Airside Manager  
John Graves, Airport Facilities Manager  
Shawn McMahan, SEH  
Rob Missinne, Monaco Air  
Dan Bass, Citon

### OTHERS PARTICIPATING VIA ELECTRONICS

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

President Fellman welcomed everyone to the DAA March Board meeting and called it to order at 8:00 a.m. He performed roll call -- Dir. Fedora, Dir. Maki, Dir. Hansen present, Dir. Anderson participating virtually, and Dir. O'Brien absent. He invited Mr. Tom Werner to update on the Executive Director's review:

- Air Service: Mr. Werner presented the airport air service update reviewing February total passengers, airline load factors, seats, essential air service markets and other national and local air services news.

- Planning, Operations, and Maintenance:
  - Planning & Operations: Mr. Mark Papko, Director of Operations, updated on the AFTIL reimbursement agreement, currently 17 in the queue. Reviewed President Biden's visit, outstanding work by the team in preparation for Air Force One. Have met with Customs Border Protection (CBP) and issued letter of intent for the terminal to pursue being fully certified as FIS facility, spoke on the process; Mr. Werner detailed further. Mr. Papko spoke on the Capital Improvement Plan (CIP) which will be formally approved in April; overviewed and detailed on projects. Questions and discussion followed.
  - Sky Harbor – Mr. Papko briefed on General Aviation Facility and CBP mobile clearance option; Mr. Werner detailed further. Mr. Papko reviewed the two CIP projects for Sky Harbor.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, explained the RFQ for airport consulting services to assist with the new airline lease and use agreement, this is posted and will close on April 7<sup>th</sup>. She presented on the Hangar 104 appraisal and staff recommendations highlighting background, location, and appraisal report; the staff recommends maintaining ownership, making the necessary improvements and improve building safety. Questions and discussion followed.
- Financial: Ms. Joelle Bodin, Finance & Administration Director, briefed on the revisions for purchasing operating policy #18 and ARPA concessionaire relief. Reviewing lease management programs, anticipate moving forward with one soon.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications and Marketing, recapped the Duluth and St. Louis County at the Capitol Days held on March 9<sup>th</sup> and 10<sup>th</sup>, a very successful, fun event. The TSA pre-check started this week, event is booked up but accepting walk-ins, very high demand, positive event for the customers.
- Legislative: Mr. Werner reviewed the AAAE Legislative Conference held in Washington DC, met with congressional delegation, very good meetings and discussions.
- Presentations: Mr. Werner presented the Master Plan to the Hermantown Chamber in February, very well attended. Also spoke to the Transportation and Logistics Managements class at UWS.
- Other: Mr. Werner mentioned the Federal mandate for masks at airports and on airplanes has been extended through April 18<sup>th</sup>.

Pres. Fellman thanked everyone for their great reviews; questions and discussion followed on several executive review items. Dir. Fedora moved to approve the February 15, 2022 meeting minutes and consent items. Dir. Maki seconded. Roll call, Dir. Anderson, Dir. Fedora, Dir. Hansen, Dir. Maki and Pres. Fellman all ayes, motion carried.

#### CONSENT ITEMS

Operating Cash Disbursement Sheets #5, and #6, 2022; Operating ACH Payment Register #5, #6 and #7, 2022; Construction Fund Disbursement Sheet #2, 2022, and Construction ACH Register #1, 2022.

Airport news: DAA news release "Duluth International Airport to Host Precheck Pop-Up Event" and DNT article "Biden Arrives in Duluth Aboard Air Force One".

E-mail from Monaco Air Foundation with summary of February 2022 activities.

Link for Metropolitan Airports Commission (MAC) minutes -- <https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.  
January 2022 financial report, February 2022 accounts receivables, and airport statistics; January 2022 Landline statistics.

#### OPPORTUNITY FOR PERSONS TO BE HEARD

Virtually, Mr. Don Monaco, Monaco Air Duluth, commented on the Hangar 104 discussion regarding the appraisal and recommendation. Monaco Air is willing to negotiate with DAA to purchase the hangar and strongly recommended discussions with tenant in mind to determine improvements and rental rates. Mr. Monaco was thanked for his comments.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Mr. Papko and Mr. Werner expressed their appreciation and spoke on the outstanding service each individual employee accomplished; they recommended approval for the incentive awards. Dir. Maki moved to approve the resolution for employee incentive awards for the above and beyond outstanding performances to Amanda McDonald, Dan Taylor, and Matt Johnson in the amount of \$600 pursuant to the Duluth Airport Authority's Operating Policy #5. Dir. Hansen seconded. Discussion followed. Roll call – all ayes. Motion carried.

Mr. Papko reviewed the construction administration for the runway lighting project. Dir. Fedora moved to approve the resolution for the Work Order 2022–3 between Duluth Airport Authority and SEH, Inc. for Runway 3-21 lighting and signage upgrade construction administration. Dir. Hansen seconded. Roll call -- Dir. Anderson abstained, Dir. Fedora, Dir. Hansen, Dir. Maki, and Pres. Fellman ayes, motion carried.

Mr. Papko spoke on the construction contract and bids, questions followed. Dir. Maki moved to approve the resolution to accept and award the construction contract for the Runway 3-21 lighting and signage upgrade project to PEC Solutions LLC for \$559,184.00. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Ms. Kayser explained the office lease agreement. Dir. Hansen moved to approve the resolution for the terminal office lease agreement between the Duluth Airport Authority and Kleen-Tech Services, LLC. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Bodin overviewed the property and boiler insurance policies and recommended approval. Dir. Hansen moved to approve the resolution authorizing an agreement to insure certain Duluth Airport Authority property and equipment under the City of Duluth's property and boiler insurance policies. Dir. Anderson seconded. Roll call-- all ayes. Motion carried.

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Ms. Bodin spoke on the final relief reimbursement and CFC's; she recommended approval. Dir. Maki moved to approve the resolution to approve CFC use for payment of remaining unpaid 2020 minimum annual guarantees for rental car agencies as set forth in Exhibit A. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Dir. Hansen moved to adjourn the meeting; President Fellman seconded and adjourned the March 15th DAA board meeting at 9:20 a.m.

Respectfully submitted,

Mary Ann Wittkop  
Recording Secretary

APPROVED:  DATE: 4/19/22