



MINUTES OF THE MEETING

DATE: April 19, 2022

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

DIRECTORS PRESENT: Kim Maki
Todd Fedora
Elissa Hansen
Kevin O'Brien

DIRECTORS ABSENT: Craig Fellman
Jeff Anderson

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Steve Hanke, Assistant City Attorney
Mark Papko, Director of Operations
Jana Kayser, Business Development Manager
Joelle Bodin, Finance & Administration Director
Kaci Nowicki, SEH
Shawn McMahan, SEH
Mike Magni, Monaco Air
Bill King, Cirrus

OTHERS PARTICIPATING VIA ELECTRONICS
MEANS: Don Monaco, Monaco Air
Matt Stewart, SEH

Vice President Maki welcomed everyone to the DAA April board meeting and called it to order at 8:01 a.m. She performed roll call -- Dir. Fedora, Dir. O'Brien, Dir. Hansen present; Pres. Fellman and Dir. Anderson absent. She invited Mr. Tom Werner to update on the Executive Director's review:

- Air Service: Mr. Werner presented the airport air service update reviewing March total passengers, airline load factors and seats; spoke on the pilot shortage and national and local air service updates. The DLH noise exposure maps and control plan have been published in the Federal Register; spoke on the 60-day public comment period and timeline for review.
- Planning, Operations, and Maintenance:
 - Planning & Operations: Mr. Mark Papko, Director of Operations, briefed on the process and timeline for the AFTIL study. Airport intern – spoke on the selection process, over forty applicants, pleased to announce the new summer intern is from UWS, Mr. Brandon Conklin will start in May. Reviewed the new partnership with Innovative Magnetic Technology, DLH will be a new test facility site, questions followed. He explained the approval of the Capital Improvement Plan (CIP) will be delayed due to new funding opportunities with FAA; overviewed and detailed on the potential projects and funding.

- Sky Harbor -- Mr. Papko updated on the building area Master Plan and two CIP projects; explained AIG funding. Questions followed.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, working on a construction management RFQ. Update for the airport consulting services to assist with the new airline lease and use agreement -- received two bids, review committee will look over and announce selection next month. Overlooked the Airport Concession Disadvantaged Business Enterprise (ACDBE) program.
- Financial: Ms. Joelle Bodin, Finance & Administration Director, auditors were here last week, are now working remotely, should have finalized reports next month to share.
- Marketing/Communications: Mr. Werner briefed on the consumer survey for airline passengers, should have results to update next month.
- Legislative: Mr. Werner spoke on the airport property tax legislation, active bills in both the House and Senate. Updated on the 148th Fighter Wing aircraft shelter legislation.
- Presentations/Tours/Travel: Mr. Werner, Mr. Papko, and Ms. Kayser attended the Minnesota Airport conference last week in Rochester, first conference held in two years and very well attended.
- Other: Mr. Werner announced Mayor Larson has appointed Mr. Dan Markham, Kraus Anderson, to the Board, he will be confirmed by the City Council on Monday; there will be two open board positions at the end of June, under New Business a conversation regarding qualified candidates will follow. Mr. Papko recognized Mr. Werner for receiving the Outstanding Leadership in the Promotion of Aviation award at the MN Airport conference; congratulated and thanked him for his leadership in the promotion of Duluth.

Vice Pres. Maki thanked everyone for their reviews; questions and discussion followed on several executive review items. Dir. O'Brien moved to approve the March 15, 2022 meeting minutes and consent items. Dir. Hansen seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Operating cash disbursement sheets 7, #8, #9, #10, #11 and #12, 2022; operating ACH payment registers #8, #9, #10, #11 and #12, 2022; construction fund disbursement sheets #3 and #4, 2022.

Congratulation letter from MN Council of Airports (MCOA) to DAA Executive Director, Mr. Tom Werner, for being selected for the Outstanding Leadership in the Promotion of Aviation in Minnesota Award.

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

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

February 2022 financial report, March 2022 accounts receivables, and airport statistics.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Papko reviewed the grant for the Sky Harbor Airport projects. Dir. Fedora moved to approve the resolution to accept the grant agreement between the Duluth Airport Authority and MnDOT in the amount of \$53,300.00 (100%) for the seaplane base improvements and AD building study at Sky Harbor Airport (DYT). Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Mr. Papko spoke on the environmental assessment for Hangar 101. Dir. Fedora moved to approve the resolution to accept the grant agreement between the Duluth Airport Authority and MnDOT in the amount of \$63,840.00 (70%) for the Hangar 101 environmental assessment at Duluth International Airport (DLH). Dir. Hansen seconded. Roll call – all ayes. Motion carried.

Mr. Papko explained the Sky Harbor apron project. Dir. Hansen moved to approve the resolution to award 2022 DYT apron rehab project to KGM Contractors in the amount of \$344,632.50. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Papko overviewed the construction administration for the Sky Harbor apron project. Dir. O'Brien moved to approve the resolution for the Work Order 2022-4 construction administration agreement for DYT apron rehab project between Duluth Airport Authority and SEH, Inc. Dir. Fedora seconded. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the operating agreement. Dir. Hansen moved to approve the resolution for the operating agreement for third-party contractor ramp and passenger service between the Duluth Airport Authority and Unifi Aviation, LLC. Dir. Fedora seconded. Roll call – all ayes. Motion carried.

Ms. Kayser overviewed the new Sky Harbor air tour operations and agreement. Dir. Fedora moved to approve the resolution for the Sky Harbor air tour operating agreement between the Duluth Airport Authority and Weidendorf Investments LLC DBA Scenic Airrides. Dir. O'Brien seconded. Questions followed. Roll call-- all ayes. Motion carried.

Ms. Kayser explained the space lease. Dir. Fedora moved to approve the resolution for the Sky Harbor Airport Hangar 1 seasonal space lease agreement between the Duluth Airport Authority and Weidendorf Investments LLC DBA Scenic Airrides. Dir. Hansen seconded. Questions followed. Roll call -- all ayes. Motion carried.

Mr. Werner recommended the Board seek an exception to a City Council resolution allowing residency outside the city limit to no more than three at large members, offering the opportunity for community aviation leaders into the candidate pool. Dir. O'Brien moved to approve the resolution seeking exception to Duluth City Council Resolution 01-0324R declaring Council's policy on residency of members of boards and commission. Dir. Hansen seconded. Vice Pres. Maki opened the meeting for discussion around the table. A thorough discussion and conversation followed with consensus that a broader range of candidates would support and serve this board. Roll call – all ayes. Motion carried.

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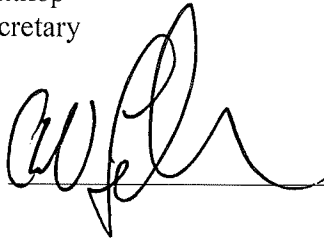
Mr. Werner mentioned that the federal mask mandate for transportation ended, TSA will no longer enforce this.

Dir. Fedora moved to adjourn the meeting; Dir. O'Brien seconded. Vice President Maki adjourned the April 19th DAA board meeting at 8:58 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____



DATE: _____

5-17-22