



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA MAY 17, 2022

AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

Click below to access meeting by Microsoft Teams:

<https://duluthairport.com/wp-content/uploads/2022/05/5-DAA-May-Notice.pdf>

I *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

II *APPROVAL OF PREVIOUS MEETING MINUTES & OTHER CONSENT AGENDA ITEMS

A. Approval of April 19, 2022 Meeting Minutes.

III *DAA CASH DISBURSEMENTS

A. Operating Cash Disbursement Sheets #13, #14 and #15, 2022; Operating ACH Payment Registers #13, #14 and #15, 2022; Construction Fund Disbursement Sheet #5, 2022.

IV *CORRESPONDENCE

- A. April 20, 2022 Letters from DAA and Monaco Air Duluth to Senator Amy Klobuchar, Senator Tina Smith and Congressman Pete Stauber Regarding the Customs and Border Protection Proposes Restrictions to the Duluth International Airport's Title 19, Part 122 Status.
- B. April 29, 2022 Support Letter from DAA to MN Department of Military Affairs Regarding the 148th Fight Wing's Appendix 31 Request at the Duluth International Airport (DLH).
- C. Aviation News: April 2022 Minnesota Flyer Article "Airport of the Month – Duluth International "Runway Project Features Three-Phase Construction Plan".
- D. May 1, 2022, E-Mail from Monaco Air Foundation with Summary of April 2022 Activities.
- E. May 4, 2022 Letters from DAA and Duluth Seaway Port Authority to Congressman Pete Stauber, Senator Tina Smith and Senator Amy Klobuchar Regarding Joint Multimodal Port of Duluth Customs Staffing.
- F. DAA Handout for Construction Badging.
- G. Link for Metropolitan Airports Commission (MAC) Minutes --
<https://metroairports.org/Airport-Authority/Metropolitan-Airports-Commission/Public-Meetings/Board-Meetings.aspx>.

V OPPORTUNITY FOR PERSONS TO BE HEARD



VI OLD BUSINESS

None

VII NEW BUSINESS

- A. Resolution to Approve 2022 Capital Improvement Plan for DLH and DYT.
- B. Resolution to Approved Work Order 2022-5 Between Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Taxiway A – Phase 4 Design.
- C. Resolution to Approve Work Order 2022 - 7 Between Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Hangar 101 Demolition Construction Administration.
- D. Resolution to Approve Contract Award in the Amount of xxxx to xxxx for the Demolition of Hangar 101. (Additional update expected May 16th).
- E. Resolution to Accept and Approve the MnDOT Grant for Air Service Marketing and to Authorize the Duluth Airport Authority's President and Secretary to Execute the Grant.
- F. Resolution to Approve the Sky Harbor Airport Float Storage Land Lease Agreement Between the Duluth Airport Authority and Jonathon Aero.
- G. *March 2022 Financial Reports.
- H. *April 2022 Accounts Receivables.
- I. *April 2022 Airline, TSA, Cargo Statistics & Landline Statistics.

VIII DIRECTORS REPORTS

Items annotated by an (*) are approved by consent and require no discussion or action unless questioned by a Director (In accordance with resolution passed by Directors on March 19, 2002).



DULUTH INTERNATIONAL AIRPORT

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DATE: May 17, 2022

TO: Duluth Airport Authority Board of Directors

FROM: Executive Director

SUBJECT: Executive Director's Review

The following items will be briefed during the Executive Director's Review. If action is required of the DAA on any of these items, they will also appear on the agenda. If you have questions or desire additional information, please contact me and I will provide it at the DAA meeting.

AIR SERVICE

- Passenger statistics will be presented at the meeting

OPERATIONS/CONSTRUCTION/PLANNING

- Planning
 - Terminal Study
 - Competitive Terminal Grant Program Submission
 - Hangar 101 Emergency Authorization
- Construction
 - A Taxiway Phase 1 Preconstruction Meeting
- Operations and Maintenance
 - 2022 Airshow
 - Airport Facilities and Landside Staffing/Organizational Update
- Sky Harbor
 - Building Area Master Plan Update

BUSINESS/PROPERTY DEVELOPMENT

- Construction Management RFQ
- Airline Use and Lease Agreement Consultant RFQ Update

FINANCIAL UPDATE

- Maternity Leave Transition Plan
- Annual Audit
- 1st Quarter Financial Review

MARKETING/COMMUNICATIONS

- Consumer Survey



DULUTH INTERNATIONAL AIRPORT

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LEGISLATIVE UPDATE

- Airport Tax Legislation
- 148th Fighter Wing Aircraft Shelter Legislation

PRESENTATIONS/TOURS/TRAVEL RECAP

- AAAE Economic Development Conference

OTHER

- Exception to Board Residency Policy Update

Submitted by,

Tom Werner, C.M.
Executive Director



DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

DRAFT

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 McMahon, 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.

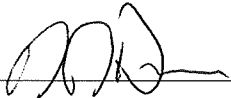
DAA Minutes
April 19, 2022
Page 4

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: 10 May 22

III

Duluth Airport Authority DAA Operating Check Register #13-2022 April 15, 2022

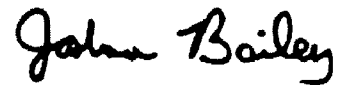
Document Number From 11191 To 11207

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11191	4/15/2022	BILLPMT	Auto-Owner's Insurance	\$7,308.15
11192	4/15/2022	BILLPMT	Brock White Company LLC	\$338.85
11193	4/15/2022	BILLPMT	Dalco	\$427.00
11194	4/15/2022	BILLPMT	Duluth Lawn & Sport	\$204.63
11195	4/15/2022	BILLPMT	Essentia Health	\$293.00
11196	4/15/2022	BILLPMT	Federal Express Corporation	\$53.81
11197	4/15/2022	BILLPMT	IdentiSys Incorporated	\$8,953.34
11198	4/15/2022	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
11199	4/15/2022	BILLPMT	Mellin Promotional Advertising	\$558.64
11200	4/15/2022	BILLPMT	Menards - West Duluth	\$43.34
11201	4/15/2022	BILLPMT	Minnesota Pollution Control Agency	\$25.00
11202	4/15/2022	BILLPMT	Minnesota State Auditor	\$2,310.50
11203	4/15/2022	BILLPMT	MN Dept of Labor and Industry	\$100.00
11204	4/15/2022	BILLPMT	NAPA Auto Parts	\$460.57
11205	4/15/2022	BILLPMT	Taylor, Dan	\$60.00
11206	4/15/2022	BILLPMT	Waste Management of WI-MN	\$6,249.28
11207	4/15/2022	BILLPMT	Ziegler, Inc.	\$220.62
Total				<u>\$29,606.73</u>



Airport Director

Airport Authority



City Treasury

Duluth Airport Authority
DAA Operating Check Register #14-2022
April 29, 2022

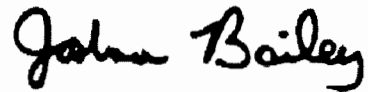
Document Number From 11215 To 11234

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11215	4/29/2022	BILLPMT	Century Link	\$163.10
11216	4/29/2022	CHK	Citi Cards	\$8,876.87
11217	4/29/2022	BILLPMT	City Of Duluth Comfort Systems	\$11,956.54
11218	4/29/2022	BILLPMT	City Of Duluth, Minnesota	\$81.60
11219	4/29/2022	BILLPMT	Dalco	\$892.86
11220	4/29/2022	BILLPMT	Fayal Township	\$7,000.00
11221	4/29/2022	BILLPMT	iFIDS.com Inc.	\$305.00
11222	4/29/2022	BILLPMT	Kraemer Construction, Inc.	\$150.00
11223	4/29/2022	BILLPMT	Minnesota Pollution Control Agency	\$728.26
11224	4/29/2022	BILLPMT	NAPA Auto Parts	\$48.35
11225	4/29/2022	BILLPMT	NorthStar Ford	\$545.58
11226	4/29/2022	BILLPMT	Republic Parking System, LLC	\$2,200.00
11227	4/29/2022	BILLPMT	Sam's Club	\$99.99
11228	4/29/2022	BILLPMT	Schindler Elevator Corp	\$1,350.08
11229	4/29/2022	BILLPMT	Spectrum Business	\$165.36
11230	4/29/2022	BILLPMT	Sun Control of Minnesota	\$276.50
11231	4/29/2022	BILLPMT	TK Airport Solutions, Inc.	\$1,290.00
11232	4/29/2022	BILLPMT	University of Minnesota	\$255.00
11233	4/29/2022	CHK	WF Bus Payment Processing - Tom	\$1,114.65
11234	4/29/2022	BILLPMT	Ziegler, Inc.	\$4,902.30
			Void ACH 28/19 Ifids 4/15/2022	-\$180.00
			Void ACH 29/4 Ifids 4/29/2022	-\$125.00
Total				<u>\$42,097.04</u>



Airport Director

Airport Authority



City Treasury

Duluth Airport Authority
DAA Operating Check Register #15-2022
May 6, 2022

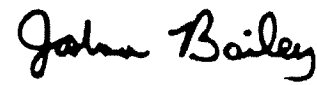
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11235	5/6/2022	BILLPMT	AT&T Mobility	\$699.80
11236	5/6/2022	BILLPMT	Curtis Oil & Propane	\$389.02
11237	5/6/2022	BILLPMT	Dalco	\$30.58
11238	5/6/2022	BILLPMT	Menards - West Duluth	\$131.84
11239	5/6/2022	BILLPMT	Minnesota Power	\$34,016.53
11240	5/6/2022	BILLPMT	Nextera Communications	\$1,254.24
Total				<u>\$36,522.01</u>



Airport Director

Airport Authority



City Treasury

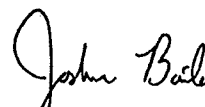
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Duluth Airport Authority
DAA Operating Payment Register #13-2022
April 15, 2022

Confirmation # 1040364

Document Number	Date	Transaction Type	Payee	Amount
00000028/1	4/15/2022	BILLPMT	Acme Tools	\$79.99
00000028/10	4/15/2022	BILLPMT	Citon	\$285.00
00000028/11	4/15/2022	BILLPMT	Citon	\$669.98
00000028/12	4/15/2022	BILLPMT	Citon	\$25.00
00000028/13	4/15/2022	BILLPMT	Citon	\$348.98
00000028/14	4/15/2022	BILLPMT	Citon	\$607.70
00000028/15	4/15/2022	BILLPMT	DCS Duluth Coating Solutions Inc.	\$11,861.50
00000028/16	4/15/2022	BILLPMT	General Security Services Corporation	\$19,822.04
00000028/17	4/15/2022	BILLPMT	General Security Services Corporation	\$1,302.00
00000028/18	4/15/2022	BILLPMT	Graves, John	\$60.00
00000028/19	4/15/2022	BILLPMT	iFIDS.com Inc.	\$180.00
00000028/2	4/15/2022	BILLPMT	Aramark	\$61.47
00000028/20	4/15/2022	BILLPMT	Innovational Water Solutions, Inc.	\$313.00
00000028/21	4/15/2022	BILLPMT	Inter City Oil (ICO)	\$125.87
00000028/22	4/15/2022	BILLPMT	Jamar Company	\$2,400.00
00000028/23	4/15/2022	BILLPMT	Jamar Company	\$638.96
00000028/24	4/15/2022	BILLPMT	Jamar Company	\$7,675.00
00000028/25	4/15/2022	BILLPMT	Kayser, Jana	\$60.00
00000028/26	4/15/2022	BILLPMT	Kayser, Jana M	\$748.09
00000028/27	4/15/2022	BILLPMT	Leon, Kathy	\$60.00
00000028/28	4/15/2022	BILLPMT	Menards - Hermantown	\$57.98
00000028/29	4/15/2022	BILLPMT	Menards - Hermantown	\$19.74
00000028/3	4/15/2022	BILLPMT	Aramark	\$58.47
00000028/30	4/15/2022	BILLPMT	Menards - Hermantown	\$188.64
00000028/31	4/15/2022	BILLPMT	Menards - Hermantown	\$41.94
00000028/32	4/15/2022	BILLPMT	Menards - Hermantown	\$9.99
00000028/33	4/15/2022	BILLPMT	Menards - Hermantown	\$5.98
00000028/34	4/15/2022	BILLPMT	Menards - Hermantown	\$43.66
00000028/35	4/15/2022	BILLPMT	Menards - Hermantown	\$52.93
00000028/36	4/15/2022	BILLPMT	Northern States Supply, Inc.	\$891.86
00000028/37	4/15/2022	BILLPMT	Papko, Mark	\$60.00
00000028/38	4/15/2022	BILLPMT	Peterson Excavating & Landscaping	\$500.00
00000028/39	4/15/2022	BILLPMT	Peterson, Natalie	\$60.00
00000028/4	4/15/2022	BILLPMT	Aramark	\$106.60
00000028/40	4/15/2022	BILLPMT	Pomp's Tire Service, Inc.	\$5,733.48
00000028/41	4/15/2022	BILLPMT	Sinnott, Paul	\$60.00
00000028/42	4/15/2022	BILLPMT	Snell, Matthew J	\$60.00
00000028/43	4/15/2022	BILLPMT	Timm, Kenneth	\$60.00
00000028/44	4/15/2022	BILLPMT	Welch, Ryan	\$60.00
00000028/45	4/15/2022	BILLPMT	Werner, Thomas	\$60.00
00000028/46	4/15/2022	BILLPMT	Wittkop, Mary Ann	\$60.00
00000028/5	4/15/2022	BILLPMT	Batteries Plus	\$194.34
00000028/6	4/15/2022	BILLPMT	Bodin, Joelle	\$60.00
00000028/7	4/15/2022	BILLPMT	Caywood Oil, LLC	\$795.91
00000028/8	4/15/2022	BILLPMT	Caywood Oil, LLC	\$659.58
00000028/9	4/15/2022	BILLPMT	Citon	\$2,040.00
Total				\$59,265.68


Airport Director

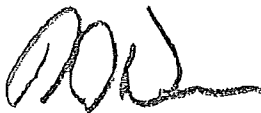
Airport Authority


City Treasury

Duluth Airport Authority
DAA Operating ACH Payment Register #14-2022
April 29, 2022

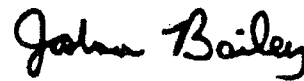
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00000029/1	4/29/2022	BILLPMT	Guardian Pest Solutions	\$71.50
00000029/10	4/29/2022	BILLPMT	Menards - Hermantown	\$113.77
00000029/11	4/29/2022	BILLPMT	Menards - Hermantown	\$15.17
00000029/12	4/29/2022	BILLPMT	Menards - Hermantown	\$17.46
00000029/13	4/29/2022	BILLPMT	Menards - Hermantown	\$5.99
00000029/14	4/29/2022	BILLPMT	Menards - Hermantown	\$37.75
00000029/15	4/29/2022	BILLPMT	Menards - Hermantown	\$8.58
00000029/16	4/29/2022	BILLPMT	Menards - Hermantown	\$43.97
00000029/17	4/29/2022	BILLPMT	Menards - Hermantown	\$294.05
00000029/18	4/29/2022	BILLPMT	Menards - Hermantown	\$11.20
00000029/19	4/29/2022	BILLPMT	Metro Sales, Inc.	\$279.38
00000029/2	4/29/2022	BILLPMT	Guardian Pest Solutions	\$48.51
00000029/20	4/29/2022	BILLPMT	Papko, Mark	\$1,189.07
00000029/21	4/29/2022	BILLPMT	Peterson, Natalie	\$40.19
00000029/22	4/29/2022	BILLPMT	Veoci Inc.	\$10,450.00
00000029/3	4/29/2022	BILLPMT	Guardian Pest Solutions	\$72.77
00000029/4	4/29/2022	BILLPMT	iFIDS.com Inc.	\$125.00
00000029/5	4/29/2022	BILLPMT	Jamar Company	\$1,238.64
00000029/6	4/29/2022	BILLPMT	Kleen-Tech	\$6,734.31
00000029/7	4/29/2022	BILLPMT	McDonald, Amanda	\$45.92
00000029/8	4/29/2022	BILLPMT	Menards - Hermantown	\$41.28
00000029/9	4/29/2022	BILLPMT	Menards - Hermantown	\$18.99
Total				\$20,903.50



Airport Director

Airport Authority



City Treasury

Duluth Airport Authority
DAA Operating ACH Payment Register #15-2022
May 6, 2022

Confirmation # 1250158

Document Number	Date	Transaction Type	Payee	Amount
00000030/1	5/6/2022	BILLPMT	Arrowhead Tap House	\$7.98
00000030/10	5/6/2022	BILLPMT	Jamar Company	\$2,220.00
00000030/11	5/6/2022	BILLPMT	Jamar Company	\$33.94
00000030/12	5/6/2022	BILLPMT	Menards - Hermantown	\$27.98
00000030/13	5/6/2022	BILLPMT	Menards - Hermantown	\$55.84
00000030/14	5/6/2022	BILLPMT	Menards - Hermantown	\$57.46
00000030/15	5/6/2022	BILLPMT	Menards - Hermantown	\$8.98
00000030/16	5/6/2022	BILLPMT	Menards - Hermantown	\$165.57
00000030/17	5/6/2022	BILLPMT	Papko, Mark	\$140.74
00000030/18	5/6/2022	BILLPMT	Paul Bunyan Communications	\$1,160.00
00000030/2	5/6/2022	BILLPMT	Arrowhead Tap House	\$33.45
00000030/3	5/6/2022	BILLPMT	Arrowhead Tap House	\$19.26
00000030/4	5/6/2022	BILLPMT	Citon	\$669.98
00000030/5	5/6/2022	BILLPMT	Citon	\$6,695.00
00000030/6	5/6/2022	BILLPMT	Citon	\$607.70
00000030/7	5/6/2022	BILLPMT	Citon	\$1,803.02
00000030/8	5/6/2022	BILLPMT	Goodin Company	\$71.68
00000030/9	5/6/2022	BILLPMT	Goodin Company	\$14.62
Total				<u>\$13,793.20</u>



Airport Director

Airport Authority




City Treasury

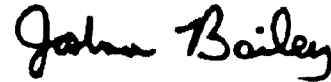
Duluth Airport Authority
DAA Construction Check Register #5-2022
April 29, 2022

Document Number From 11208 To 11214

Document #	Date	Transaction Type	Payee	Amount
11208	4/29/2022	BILLPMT	1 Becher Hoppe	\$3,500.00
11209	4/29/2022	BILLPMT	1 MediaUSA Adverising Inc	\$500.00
11210	4/29/2022	BILLPMT	1 Short Elliott Hendrickson	\$16,910.00
11211	4/29/2022	BILLPMT	1 Short Elliott Hendrickson	\$50,735.00
11212	4/29/2022	BILLPMT	1 Short Elliott Hendrickson	\$2,553.60
11213	4/29/2022	BILLPMT	1 Skyline Social & Games	\$500.00
11214	4/29/2022	BILLPMT	1 Swim Creative	\$18,185.86
Total				<u>\$92,884.46</u>



Airport Director



City Treasury



April 20, 2022

Senator Amy Klobuchar
425 Dirksen Senate Office Building
Washington DC, 20510

RE: Customs and Border Protection Proposes Restrictions to the Duluth International Airport's
Title 19, Part 122 Status

Dear Senator Klobuchar,

The Duluth International Airport (DLH) has carried the "international airport" designation in accordance with Title 19 Part 122 since 1959. Customs and Border Protection (CBP) is considering imposing restrictions on DLH's ability to accept internationally arriving aircraft due to budgetary constraints on staffing and the increased workload at Duluth's airports and seaport. We believe CBP is overstepping its statutory authority. Should this proposal be enacted, it will have a deleterious effect on air commerce in Duluth.

The "international airport" designation, as written in the Code of Federal Regulations Title 19.122.11 states that, "international airports are open to all aircraft for entry and clearance at no charge by Customs." This designation distinguishes this type of U.S. Customs facility from "Landing Rights Airports" or "User Fee Airports" in that it may not discriminate against any international arrival to the airport except in instances where security is at risk. The regulation further states that, "when an aircraft enters or clears through an international airport, it shall be promptly serviced by airport personnel solely on the basis of order of arrival or readiness for departure." We believe the statute is clear, CBP may not limit its hours of service nor charge a fee for their services at DLH.

The strategic significance of DLH on the primary great circle routes, its infrastructure, and CBP's capabilities have set a decades-long precedent by providing timely clearance and handling services for numerous heads of state, global corporations, U.S., and foreign military transient aircraft from all over the world. This activity contributes to DLH's \$760.6M annual economic impact. Any degradation of DLH's international airport designation would erode our successful aviation cluster and the growth of air commerce.

Duluth is also home to two major hospital trauma centers that support medical flights arriving from Canada. DLH also provides CBP clearance for the Mayo Clinic's organ transplant aircraft.



DULUTH INTERNATIONAL AIRPORT

These medical flights often arrive after midnight, clear customs, take on fuel and depart all within 30 minutes.

DLH's importance as an international airport with 24-hour CBP services cannot be overstated. On behalf of the many businesses, industries and constituents of greater Minnesota, we ask for your support ensuring aircraft continue to have unfettered access to CBP clearance services at DLH.

Thank you for your work on behalf of our region. Please contact the undersigned with any questions regarding this request.

Sincerely,

Tom Werner, C.M.
Executive Director
Duluth Airport Authority

Mike Magni
President
Monaco Air Duluth



DULUTH INTERNATIONAL AIRPORT

April 20, 2022

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720 Hart Senate Office Building
Washington DC, 20510

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Washington DC, 20515

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Executive Director
Duluth Airport Authority

Mike Magni
President
Monaco Air Duluth



DULUTH AIRPORT AUTHORITY

April 29, 2022

Major General Shawn Manke
Adjutant General
Minnesota Department of Military Affairs
20 W 12th St
St Paul, MN 55155

Mr. Don Kerr
Executive Director
Minnesota Department of Military Affairs
20 W 12th St
St Paul, MN 55155

RE: Support for the 148th Fighter Wing's Appendix 31 Request at the Duluth International Airport (DLH)

MG Manke and Mr. Kerr,

Thank you for your support of the 148th Fighter Wing's Appendix 31 request. The approved \$1M, coupled with funding from the Federal Aviation Administration (FAA) and Minnesota Department of Transportation, will allow us to execute Phase 1 of our \$77M parallel taxiway project at DLH. FAA eligibility limitations would have resulted in a taxiway that did not meet the width requirements of the 148th Fighter Wing without your leadership in this effort.

DLH is the proud home the 148th Fighter Wing. We do our part by ensuring DLH's airfield infrastructure is safe and available to the 148th as they defend this nation. Your support for the cooperative funding of airfield projects, critical to the 148th, is an important part of a complex capital improvements plan intended to continue Duluth's long tradition of enabling military air-unit readiness.

The Duluth Airport Authority shall remain steadfast in its support of the airmen and airwomen of the 148th Fighter Wing. We look forward to working with you to secure the wing's enduring presence in our community for decades to come.

Sincerely,

Tom Werner, C.M.
Executive Director
Duluth Airport Authority

cc: Colonel Chris Blomquist, Commander, 148th Fighter Wing

Airport Of The Month – Duluth International

Runway Project Features Three-Phase Construction Plan - By Tom Foster



The 148th Fighter Wing is one of only two Air National Guard wings tasked to provide Suppression of Enemy Air Defense (SEAD) support for our nation. The unit flies the Block 50 F-16CM, Fighting Falcon, the newest and most capable F-16. (Photo Courtesy Duluth Airport Authority)

In 1929 the city of Duluth purchased 640 acres to build an airport. It opened in 1930 with two, 2,650-foot-long turf runways. Scheduled airline service to Duluth started in 1940. After the beginning of World War II, three paved runways were constructed in the classic “triangle” of that era. Each was 4,000 feet long.

Runways 9/27 and 3/21 were extended to 5,700 feet in 1945. Runway 9/27 was later extended twice, reaching the current length of 10,151 feet in 1956. Runway 13/31 was closed in 1973 due to an airline terminal expansion.

Duluth International Airport (DLH) has long been shared by civilian and military traffic. Military aircraft based in Duluth once included the North American F-51 (formerly P-51) of World War II fame and later the F-106 which at one time held the absolute world speed record.

F-16s of the Minnesota Air National Guard are currently based at DLH. Two major airlines provide scheduled passenger service and one does seasonal charter flights. Over 80 civilian aircraft call DLH home and Cirrus Aircraft manufactures light airplanes there as well.

In 2016, the concrete pavement on Runway 9/27 had just celebrated its 60th birthday and needed reconstruction in a bad way. There were also significant geometry problems that the FAA wanted fixed.

It would seem all you need to replace 200,000 square yards of runway is a lot of money, but that’s a bad assumption.

Most of the traffic could operate on Runway 3/21 temporarily, but F-16s need more than 5,700 feet. At some point, the runway intersection would have to be closed, and the taxiway system had to remain in operation. The Duluth Airport Authority (DAA) needed to do some careful planning.

The solution was an elegantly designed three-phase construction plan that fit just about everyone’s needs. The new pavement is 13 inches of Portland Cement Concrete (PCC). Incidentally, 24 miles of Interstate Highway could be paved with the materials needed for the 2-mile long runway. So you can build some highway and drive 24 miles, or have a runway and go anywhere in the world.

First the middle 6,200 feet was completed. This avoided the intersection, allowing Runway 3/21 to remain fully operational. Phase 1 of construction was done while F-16s were deployed or temporarily stationed elsewhere. The remainder was divided into two phases, the west end going first with the threshold displaced.

This gave the construction crew a spectacular view of airliners and fighters taking off and landing over their heads. Lastly, the east end was reconstructed, with the end of Runway 27 moved to the west for the duration. Phase 3 included reconstructing portions of Runway 3/21 that are within the 9/27 safety area so the main runway can remain fully useable when the second runway is eventually resurfaced. The last phase also addressed the FAA concerns.

While they were at it, the DAA installed 500 new lights and 40-plus miles of electrical cable. Updated airfield signage was installed and a modern system for controlling all the lighting replaced the older stuff. It looks like Runway 9/27 at the Duluth International Airport should be good for another 60 years.

Ever wonder why U.S. Air Force fighters have tail hooks since they don't fly from aircraft carriers? Runways at fighter bases have arresting gear that's the last resort for stopping the aircraft in the event of an emergency like brake failure. Runway 9/27 at Duluth has that and it too was upgraded as part of the project. Tail hooks on the F-16s are also used to hold back the fighter during full power engine runups.

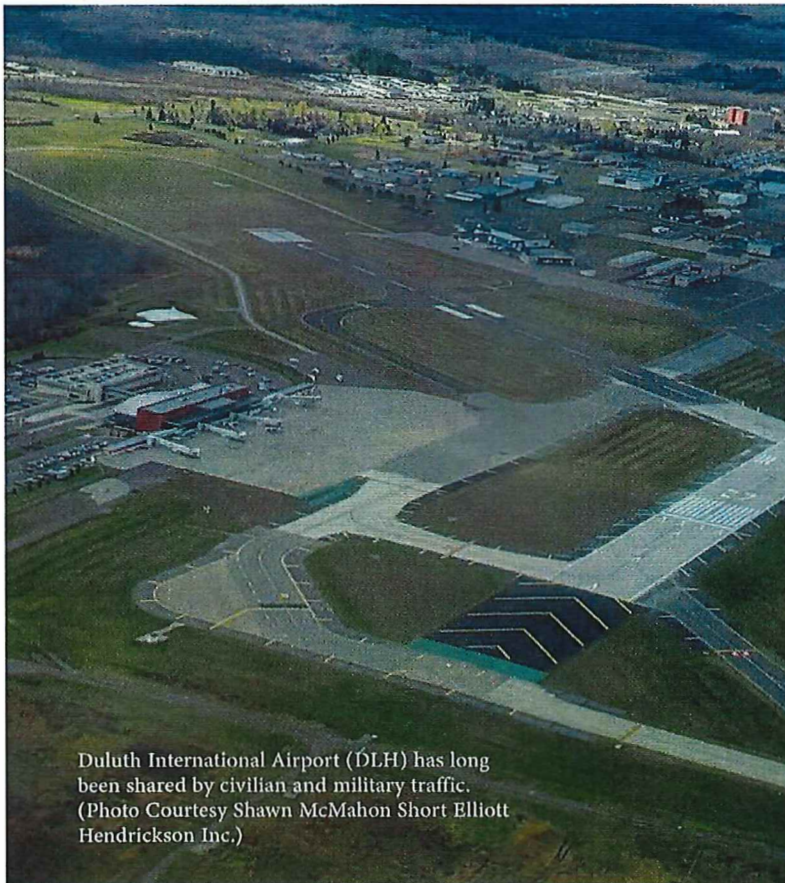
When the F-106s at DLH were defending the USA, the plan was to guide them to Russian bombers using something called "Semi-Automatic Ground Environment" or SAGE. One of the 22 SAGE sites was in Duluth and received radar data from as far north as the Arctic Circle. It's the good fortune of the human race that SAGE was never needed for the intended purpose. The system was manufactured by IBM and each



site had 60,000 vacuum tubes (that's enough for 10,000 TV sets of the era). Youngsters may wonder, "What the heck is a vacuum tube?" but that's what made computers possible back then. The weight of each unit exceeded 200 tons and could be replaced by a few 21st century laptops or maybe a box of smart phones.

Phase 1 of construction was done while F-16s were deployed or temporarily stationed elsewhere. This gave the construction crew a spectacular view of fighters taking off and landing over their heads. (Photo Courtesy Shawn McMahon Short Elliott Hendrickson Inc.)

The Convair F-106 Delta Dart was the primary all-weather interceptor aircraft of the U.S. Air Force from the 1960s through to the 1980s. It was stationed at Duluth. (Photo Courtesy Duluth Airport Authority)



Duluth International Airport (DLH) has long been shared by civilian and military traffic. (Photo Courtesy Shawn McMahon Short Elliott Hendrickson Inc.)



In 2016, the concrete pavement on Runway 9/27 had just celebrated its 60th birthday and needed reconstruction in a bad way. The solution was an elegantly designed three-phase construction plan that fit just about everyone's needs. (Graphic Courtesy Shawn McMahon Short Elliott Hendrickson Inc.)

Mary Ann Wittkop

From: Don Monaco <donm@monacoairduluth.com>
Sent: Sunday, May 1, 2022 11:03 AM
To: Tom Werner; craig.fellman
Cc: 'Dave Gaddie (dgaddie@bell.bank)'; 'Greg Fox (gregandsheilafox@hotmail.com)'; 'Bill King (skykingpilot@gmail.com)'; Michael A. Magni; 'Pat Mullen (runtrailfree@gmail.com)'; 'Richard Stewart (RStewart@uwsuper.edu)'; todd.fedora; 'Steve Overom (soverom@overomlaw.com)'; Mary Ann Wittkop
Subject: April, 2022 Monaco Air Foundation Report

Tom and Craig,

Please share this report with the Duluth Airport Authority Board at its next regularly scheduled meeting.

Summary of April, 2022 Activities

Airport Tour Program: The Foundation will offer Duluth International Airport tours to groups of high school students and to other groups upon request. We have received recent requests for tours, but tours will not resume until businesses allow visitors at their facilities.

Other Initiatives: The Foundation welcomes additional requests from the Duluth Airport Authority Board for initiatives the Board would like the Foundation to consider.

Please let me know if you have any questions about this month's report.

Respectfully submitted,

Don Monaco

President

*Monaco Air Foundation, Inc.
4535 Airport Approach Road
Duluth, MN 55811*

Phone: 218-727-2911

Mobile: 630-728-5571

Fax: 218-336-0001

donm@monacoairduluth.com

www.monacoairduluth.com



May 4, 2022

Sent via email

Congressman Pete Stauber
U.S. House of Representatives
126 Cannon House Office Building
Washington DC, 20515

RE: Joint Multimodal Port of Duluth Customs Staffing

Dear Congressman Stauber,

Since 1959, Duluth's airports and seaport have served as a critical entry point for international commerce and travelers alike. Customs and Border Protection (CBP) has faithfully provided clearance services for sea and air modes since that time. For international commerce to continue its growth in this region, we urge Congress to support increased funding for CBP staff in the fiscal year (FY) 2023 Department of Homeland Security (DHS) appropriations bill.

As international travel and trade rebound to and beyond pre-pandemic levels, it is imperative that CBP have sufficient staff to handle the increased volumes at airport international arrival halls without lengthy wait times and handle the growing volumes of international cargo without lengthy delays and uncertainty, which increase supply-chain costs. CBP's FY23 budget request does not seek funding for additional officers to handle increasing passenger and cargo volumes. The agency's most recent workload staffing model, prepared using data from the height of the pandemic when international travel restrictions were in effect and international travel was at its lowest levels, identifies a shortfall of almost 1,000 officers across the system. We anticipate that the workload staffing model will indicate drastically higher CBP staffing shortages at ports-of-entry in subsequent runs. Providing additional CBP officers now, at this time of growing volumes of international passengers and cargo in the wake of the pandemic, will reduce lengthy wait times and generate economic activity in communities like ours across the United States. It is also important that CBP continue to deploy the latest technologies to increase security effectiveness and minimize touch between passengers and officers. Additional funding will be needed commensurate with demand.

Locally, CBP is proposing restrictions to Duluth's international airport(s) status that would limit air commerce and passenger clearance to certain hours for a fee. This proposal is driven by the lack of funding and inconsistent with CBP's statutory obligations in accordance with Title 19 Part 122. CBP's proposal comes at a time when:

- General aviation demand will recover as international travel normalizes this year.
- The Federal Inspection Service (FIS) facility at the Duluth International Airport is anticipated to be fully certified for the clearance of narrow body aircraft by the end of CY22. The Duluth Airport Authority is pursuing an air carrier to fly select international routes on a seasonal basis.

- Sky Harbor's tenant cross-border traffic to and from Canada is anticipated to return to pre-pandemic levels with the opening of the Canadian border.

Such restrictions would have a deleterious effect on the growing demand for clearance services at the Duluth International Airport.

CBP is encountering increased staffing needs in the Port of Duluth-Superior as maritime container trade is re-established and as international cruise lines begin servicing Duluth. Both cruising and maritime containers require CBP screening, which will add to CBP staffing demands.

- Viking cruise line has their new ship, *Octantis*, scheduled to make seven stops in Duluth in 2022. For the 2023 season, Viking has six stops scheduled, including three embarkation/disembarkation stops. Viking is committed to expanded itineraries including Lake Superior, which depend upon the services provided at the new CBP cruise passenger clearance facility located at the Duluth Entertainment and Convention Center (DECC). Additional cruise ship lines have expressed interest in expanding to Duluth and will be tracking Viking's experience with CBP operations at the passenger clearance facility prior to committing to Duluth.
- CBP already screens international containers arriving by rail at the Duluth Seaway Port Authority's (DSPA's) Clure Public Marine Terminal. The DSPA completed their Maritime Container Examination Station this month (final inspection scheduled for May 11) and is anticipating its first export containers moving out on water within the next two months, with import containers anticipated later in the season. CBP has expressed concern at being able to handle regular container shipments with current staff levels and have suggested that the DSPA enter into a reimbursable services agreement to ensure timely and reliable service. However, the DSPA is testing this new market and is reluctant to commit to a fee-for-service program without observing how the first season develops and determining need.

Duluth's Airport and Seaway Port Authorities strongly recommend that FY23 budget reflect the need to fully staff combined operations at the Duluth's airports and seaport. We estimate another 6-7 fulltime CBP officers would adequately address the timely processing of aircraft, ship containers and cruise ship passengers as multimodal, international commerce recovers from its pandemic slump.

Thank you for your work on behalf of our region. Please contact the undersigned with any questions regarding this request.

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twerner@duluthairport.com



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Deborah Deluca
Executive Director
Duluth Seaway Port Authority
ddeluca@duluthport.com

Duluth International Airport

PHASE 1A TAXIWAY A RECONSTRUCTION AND RUNWAY 3/21 LIGHTING PROJECT



Ph1A PHASE INFORMATION



JULY 18 TO SEPT. 21

Phase 1A includes reconstructing Taxiway A from the RSA on the west side of Runway 3/21 to past the furthest west passenger boarding bridge of the commercial service apron. This will include reconstruction of the northern portion of the commercial service apron. Concurrently with this phase, the Runway 3/21 edge lighting will be replaced along with the RE. Work elements will include:

- 1 Existing pavement removal on Taxiway A and the Commercial Service Apron
- 2 Construction of upgraded drain tile and improved drainage system
- 3 Installation of new taxiway edge lights and guidance signs
- 4 Construction of concrete pavement section of Taxiway A and Apron. Taxiway A will be 75 feet wide with 25-foot shoulders.
- 5 Minor grading in areas surround Taxiway A construction
- 6 Painting of Taxiway A pavement markings
- 7 Replacement of the Runway 3/21 Edge Lights and REILs (Concurrently with Phase 1A). Expect night closures for work in the intersection of Runway 3/21 and Runway 9/27



CONSTRUCTION SAFETY CONSIDERATIONS

- 8 When work is taking place inside the Taxiway Safety Area of Taxiway A, construction work shall yield and retreat to aircraft using the taxiway.
- 9 Construction work shall retreat as necessary for commercial service aircraft arriving to or leaving the terminal.



CLOSURES

- 10 Runway 3/21 will be closed
- 11 Portions of Taxiway A and Commercial Service Apron will be closed
- 12 Taxiway D will be closed
- 13 Night closures of Runway 9/27 for work in the runway intersection



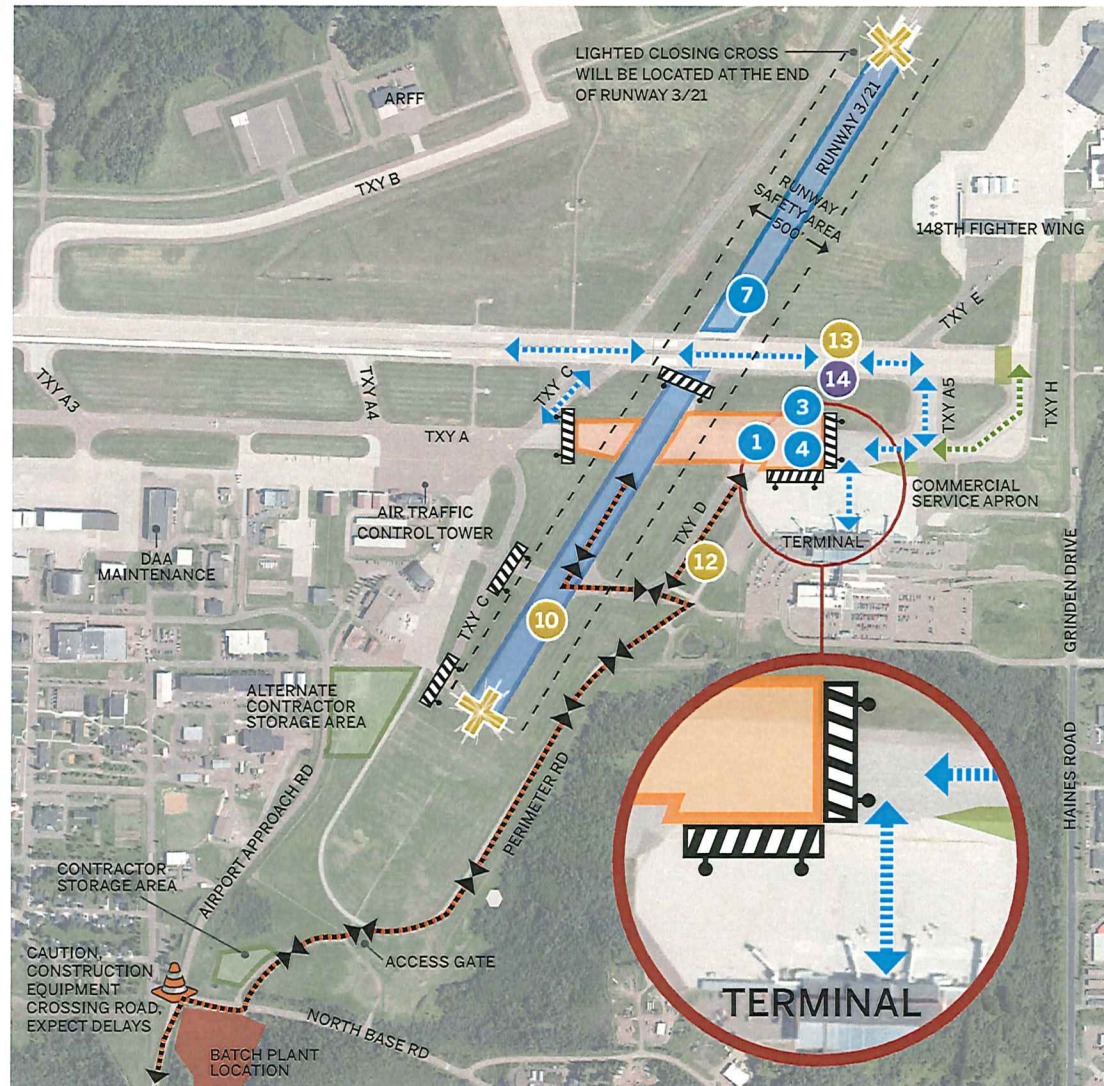
AVAILABLE AIRFIELD

- 14 Runway 9/27 full length
- 15 Terminal, hangars, and miscellaneous facilities will be accessible
- 16 Commercial service and general aviation aprons
- 17 Runway 27 at Taxiway C Departures



IAP INSTRUMENT APPROACH PROCEDURE IMPACTS

- 18 All Runway 3/21 Approaches will be unavailable during Phase 1A



LEGEND

- LOW PROFILE BARRICADE
- LIGHTED RUNWAY CLOSING CROSS
- CONSTRUCTION HAUL ROUTE
- CLOSED PAVEMENT
- CONSTRUCTION AREA (CLOSED)
- CONTRACTOR STORAGE AREA
- AIRCRAFT ROUTE
- 148TH FW TAXI ROUTE

Duluth International Airport

PHASE 1B TAXIWAY A RECONSTRUCTION

PH1B PHASE INFORMATION



MAY 31 - JULY 10

Phase 1B includes reconstructing Taxiway A from the furthest west passenger boarding bridge of the commercial service apron to south of the new Taxiway Connector A5. This will include reconstruction of the northern portion of the commercial service apron.

Work elements will include:

- 1 Existing pavement removal on Taxiway A and the Commercial Service Apron
- 2 Construction of upgraded drain tile and improved drainage system
- 3 Installation of new taxiway edge lights and guidance signs
- 4 Construction of subsurface layers and pavement on Taxiway A and Apron
- 5 Minor grading in areas surround Taxiway A construction
- 6 Painting of Taxiway A pavement markings



CONSTRUCTION SAFETY CONSIDERATIONS

- 7 When work is taking place inside the Taxiway Safety Area of Taxiway A, construction work shall yield and retreat to aircraft using the taxiway.
- 8 Construction work shall retreat as necessary for commercial service aircraft arriving to or leaving the terminal.



CLOSURES

- 9 Portions of Taxiway A and Commercial Service Ramp will be closed



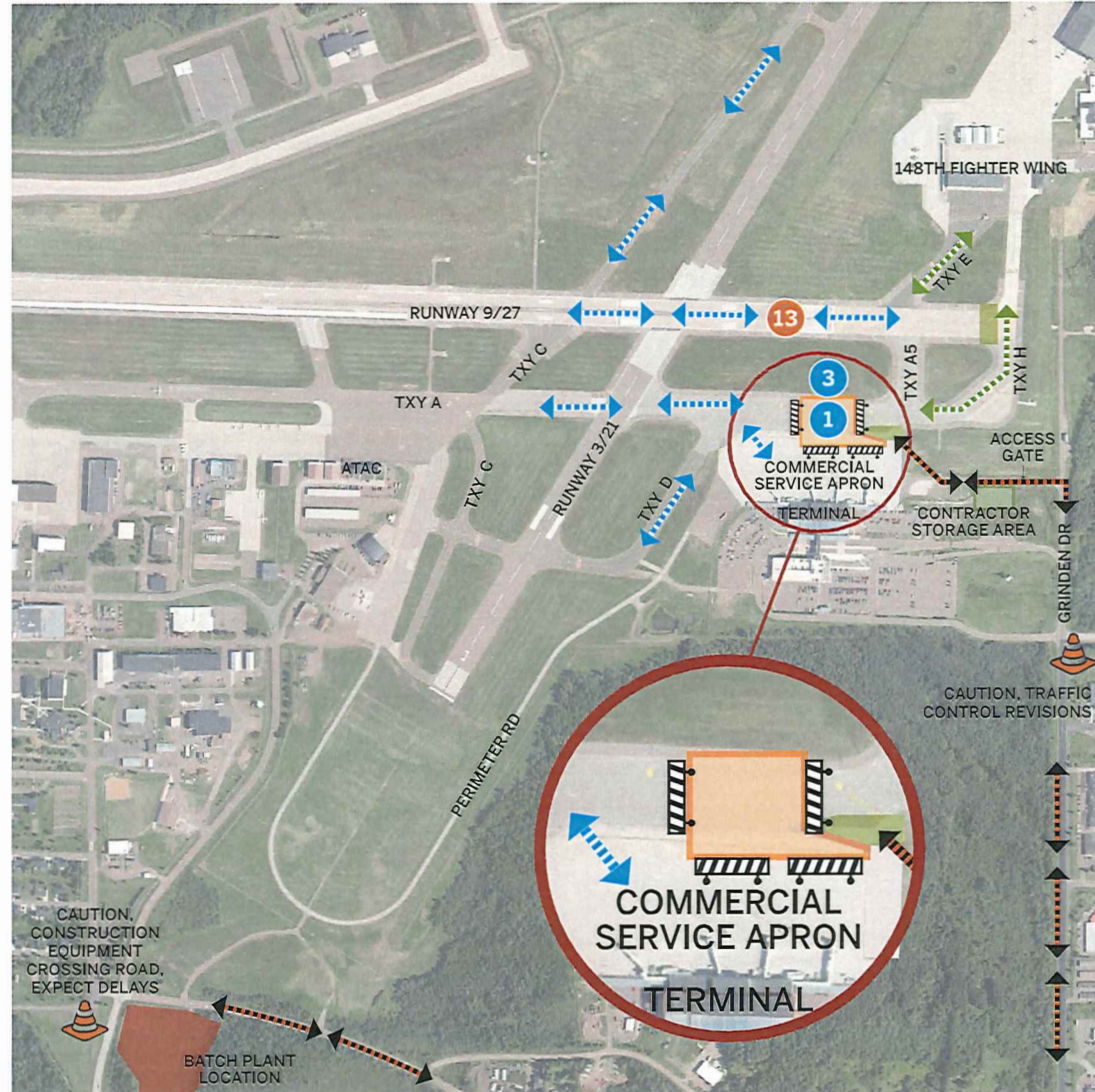
AVAILABLE AIRFIELD

- 10 Runway 9/27 full length
- 11 Runway 3/21 full length
- 12 Terminal, hangars and miscellaneous facilities will be accessible



IAP INSTRUMENT APPROACH PROCEDURE IMPACTS

- 13 Instrument approach procedures to Runway 9/27 will be impacted by the unavailability of the parallel Taxiway A. It is anticipated all approaches will have higher than normal minimums during Phase 1 of the Taxiway A Reconstruction Project.



LEGEND



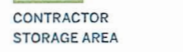
LOW PROFILE BARRICADE



CONSTRUCTION HAUL ROUTE



CONSTRUCTION AREA (CLOSED)



CONTRACTOR STORAGE AREA



AIRCRAFT ROUTE



148TH FW TAXI ROUTE



CAUTION, TRAFFIC CONTROL REVISIONS



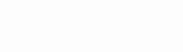
CAUTION, CONSTRUCTION EQUIPMENT CROSSING ROAD, EXPECT DELAYS



BATCH PLANT LOCATION



PERIMETER RD



GRINDEN DR



ACCESS GATE



CONTRACTOR STORAGE AREA



COMMERCIAL SERVICE APRON



TERMINAL

IV A

Resolution Approving the 2022-2023 Capital Improvement Plan for the Duluth International Airport (DLH) and the Sky Harbor Airport (DYT)

WHEREAS, Duluth Airport Authority (DAA) staff coordinated a Capital Improvement Plan (CIP) for Federal Fiscal Year 2022 (October 1, 2021 – September 30, 2022), and State Fiscal Year 2023 (July 1, 2022 – June 30, 2023) with Federal Aviation Administration (FAA) and Minnesota Department of Transportation Aeronautics Division (MnDOT) staff;

RESOLVED, that DAA approves the 2022-2023 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A; and

FURTHER RESOLVED, that DAA staff are authorized to execute agreements and make payments consistent with the 2022-2023 Capital Improvement Plan for Duluth International Airport and Sky Harbor Airport as described and calculated in the Excel document attached hereto and incorporated by reference as Exhibit A.

STATEMENT OF PURPOSE: This is an overview of projects and equipment that Duluth International and Sky Harbor will seek federal and state assistance through various Federal and/or state funding sources. The 2022 Capital Improvement Plan (CIP) was coordinated with the FAA and MnDOT Aeronautics development staff. The projects identified in the CIP with impending grant action, and listed below, are included in Federal Fiscal Year 2022 (October 1, 2021 – September 30, 2022), and State Fiscal Year 2023 (July 1, 2022 – June 30, 2023).

The proposed projects for Duluth International include:

- Taxiway A Reconstruction
 - Phase 2 – Design, Construction Administration, and Construction
 - Phase 3 - Design
 - Phase 4 – Design, Construction Administration, and Construction
- Runway 3/21 Lighting and Signage Replacement
- Hangar 101 Removal (Environmental Design, Demolition, and Construction)
- Midfield Ramp Repair (Phase 1)
- Pavement Maintenance
- Snow Removal Equipment (SRE) Acquisition (Snowblower and Deice Trailer)

The proposed projects for Sky Harbor include:

- Southeast Apron Expansion
- Snow Removal Equipment Building Design and Construction

DLH

Table 7-11 Duluth International Airport (DLH)															Annual Entitlements through 2020:																	
CIP 2021-2040															Annual Entitlements 2021																	
FEDERAL OR STATE FISCAL YEAR (FFY/SFY)	Future Development	Project Type	Cost	Funding Rates			FAA Funding	AIP Funding (Entitlement and Descretionary)	AIG Funding (Allotment)	AIG Funding (Terminal)	State Funding	MCCA Funding	PFC Funding	CARES/ CRSSA/ ARP	DAA Reserves	Other Funding	Other Funding Source	Local Funding Source														
				FAA	MnDOT	Local																										
CALENDAR YEAR 2022																		Annual Entitlement														
																		Total Entitlement Available														
PLANNING AND ENVIRONMENTAL																																
CY 2022	Section 163 Release	Planning	\$ 20,000.00	0%	0%	100%	\$ -				\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -																
FFY 2022	AIG transfer TO DYT	AIG Transfer	\$ 300,000.00	100%	0%	0%	\$ -		\$ 300,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																
AIRSIDE ENGINEERING AND CONSTRUCTION																																
FFY 2022	Taxiway A (Phase 2) - Design	Engineering	\$550,000	PR	PR	PR	\$ 440,000.00		\$ -		\$ 30,000.00	\$ 50,000.00	\$ 30,000.00	\$ -	\$ -	\$ -																
FFY 2022	Taxiway A (Phase 2) - Construction/Construction Administration	Construction/Eng	\$6,350,000	PR	PR	PR	\$ 4,800,000.00		\$ -		\$ 300,000.00	\$ 950,000.00	\$ 300,000.00	\$ -	\$ -	\$ -																
FFY 2022	Runway 3/21 Lighting Replacement Design	Engineering	\$100,000	90%	5%	5%	\$ 90,000.00		\$ -		\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -																
FFY 2022	Runway 3/21 Lighting Replacement Construction/Construction Admin	Construction/Eng	\$1,050,000	90%	5%	5%	\$ 945,000.00		\$ -		\$ 52,500.00	\$ -	\$ 52,500.00	\$ -	\$ -	\$ -																
FFY 2022	Reimbursable Agreement (Design and Construction)	Construction/Eng	\$100,000	90%	5%	5%	\$ 90,000.00		\$ -		\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -																
FFY 2022	Taxiway A (Phase 4) - Design	Engineering	\$550,000	90%	5%	5%	\$ 495,000.00		\$ -		\$ 27,500.00	\$ -	\$ 27,500.00	\$ -	\$ -	\$ -																
FFY 2022	Taxiway A (Phase 4) - Construction/Construction Administration	Construction/Eng	\$4,100,000	90%	5%	5%	\$ 3,690,000.00		\$ -		\$ 205,000.00	\$ -	\$ 205,000.00	\$ -	\$ -	\$ -																
FFY 2023	Taxiway A (Phase 3) - Design	Engineering	\$550,000	90%	5%	5%	\$ 440,000.00		\$ -		\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -																
FFY 2023	Hangar 101 Removal - Abatement + Construction	Construction/Admin	\$1,200,000	90%	0%	10%	\$ -		\$ 1,080,000.00		\$ -	\$ -	\$ -	\$ 120,000.00	\$ -	\$ -																
SFY 2022	Midfield Ramp Repair (Phase 1) Construction	Construction	\$1,000,000	0%	70%	30%	\$ -		\$ -		\$ 700,000.00	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -																
SFY 2023	Airside Pavement Maintenance	Construction	\$150,000	0%	70%	30%	\$ -		\$ -		\$ 105,000.00	\$ -	\$ 45,000.00	\$ -	\$ -	\$ -																
LANDSIDE ENGINEERING AND CONSTRUCTION																																
CY 2022	Parking Management System Technology	Construction	\$375,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 375,000.00	\$ -																
CY 2021	Grinden Road Preventative Maintenance (Crack Seal)	Construction	\$20,300	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 20,300.00	\$ -																
ARCHITECTURE AND BUILDINGS																																
CY2022	Hangar and Site Prep Design- Ranch Hangars (south of fuel system)	Engineering and Arch	\$40,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ 40,000.00		\$ -																
CY 2022	Terminal Drop Off Line Roof Drainage Improvements	Construction	\$25,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -																
CY 2022	FIS Upgrades	Engineering and Arch	\$500,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -																
CY 2022	QTA Siting and Feasibility Analysis	Engineering	\$75,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00	CFC															
CY 2022	ATCT - AFTIL	Planning	\$569,000	0%	70%	30%	\$ -		\$ -		\$ 398,300.00	\$ -	\$ -	\$ -	\$ 170,700.00	\$ -																
EQUIPMENT																																
CY 2022	7 Passenger Vehicle (Expedition) - Vehicle #2	Vehicle	\$49,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 49,000.00																	
FFY 2022	Deice Equipment	SRE	\$300,000	90%	0%	10%	\$ -		\$ 270,000.00		\$ -	\$ -	\$ -	\$ -	\$ 30,000.00																	
FFY 2023	SRE - Blower	SRE	\$700,000	90%	5%	5%	\$ 630,000.00		\$ -		\$ 35,000.00	\$ -	\$ 35,000.00	\$ -	\$ -																	
CY 2022	Ford Explorer - Vehicle #7	Vehicle	\$36,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 36,000.00																	
CY 2022	Airfield Magnet - Bluestreak Piranha	Equipment	\$26,500	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 26,500.00																	
CY 2022	Ops Truck - Vehicle #7 GMC 2500	Equipment	\$53,000	0%	0%	100%	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ 53,000.00																	
CALENDAR YEAR TOTALS			\$18,788,800				\$ 11,620,000.00		\$ 1,650,000.00		\$ 1,845,000.00	\$ 1,000,000.00	\$ 1,035,000.00	\$ 210,000.00	\$ 1,438,230.00	\$ 75,000.00																

Sky Harbor Airport (DYT) 20-Year Capital Improvement Program (CIP)

State Fiscal Year	Federal Fiscal Year	Project	Project Funding Type	Estimated Total Cost (2022 Dollars)	Funding Rates			Local Funding	State Funding	FAA	Funding
					Local	State	FAA				
2023	2022	Annual Non-Primary Entitlement and BIL Alotment									
		Reconstruct Seaplane Ramp		State	\$50,000	30%	70%	0%	\$15,000	\$35,000	\$0
		Southeast Apron Rehabilitation		AIP	\$425,000	PR	PR	PR	\$37,020	\$62,304	\$325,042
		BIL Transfer from DLH - for SRE Building		BIL/AIG	\$300,000	0%	0%	100%	\$0	\$0	\$300,000
		GA Terminal Building - Design and Construction		BIL/AIG	\$1,400,000	5%	0%	95%	\$70,000	\$0	\$1,330,000
		FFY 2022 Totals				\$2,175,000				\$122,020	\$97,304

Airport Improvement Program (AIP) Funding		
Entitlement Funding / Transfer	FAA Discret./ Apportion.	Remaining AIP Balance
Beginning Balance		\$210,990
\$150,000		\$360,990
\$0		\$360,990
\$325,042		\$35,948
\$0		\$35,948
		\$35,948

BIL (AIG) Funding		
BIL (AIG) Funding	Remaining BIL (AIG) Balance	BIL Terminal Funding
Beginning		\$0
\$159,000	\$159,000	
\$0	\$159,000	
\$0	\$159,000	
\$300,000	-\$141,000	
\$0	-\$141,000	\$1,330,000

VII B

Duluth Airport Authority Short Elliott Hendrickson Inc. (SEH) Work Order 2022-5 for Preliminary and Final Design for the Taxiway A Reconstruction – Phase 4 Project at the Duluth International Airport

Terms:

- Estimated start date of May 17, 2022
- Estimated end date of September 30, 2022

Agreement Overview:

This work order includes preliminary and final design for the Taxiway A Reconstruction – Phase 4 (SRE Apron Expansion) project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Background:

Taxiway A is the parallel taxiway for the main runway (Runway 9/27) serving the Duluth International Airport. The existing Taxiway A is approximately 10,700 feet in length, and the width of Taxiway A varies along its alignment. The reconstruction of Taxiway A could potentially be completed in nine phases, based on the result of the 2021 DLH Airport Master Plan and discussions with the Duluth Airport Authority (DAA) and FAA. Phase 4 (SRE Apron Expansion) of the Taxiway A Reconstruction Program will include the construction of approximately 115,000 sq. ft. of concrete apron in between the Monaco Apron and the Midfield Ramp Apron. The Phase 4 project will also include additional aircraft parking spaces, the installation of a Taxiway Design Group 3 taxilane to accommodate Aircraft Design Group III aircraft, and a vehicle service road will traverse the ramp. Furthermore, construction of Phase 4 is needed in order to correct and mitigate a current Modification to FAA Standards of Aircraft parking within the Runway Visibility Zone (RVZ). Due to the large increase of impervious surface area with this project, stormwater control measures will need to be implemented on airport property to slowdown the flowrate of stormwater within the drainage basin. This project will also analyze drainage capacity enhancements and impacts anticipated for future phases of the Taxiway A Reconstruction project.

This scope of engineering services includes preliminary design, final design, including plan drawings, specifications, an engineer's design report, quality control, design reviews, and construction bidding documents, as well as project management. Final design will occur in the summer of 2022, with project bids being opened in late July of 2022. Construction is anticipated to take place in the summer of 2023.

Engineering services are anticipated to be funded at a 90 percent rate by the Federal Aviation Administration (FAA) and 5 percent funded by the Minnesota Department of Transportation (MnDOT).

**WORK ORDER
No. 2022-5
Between**

The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)

Dated: May 17, 2022

**TAXIWAY A RECONSTRUCTION. PHASE 4 (PRELIMINARY DESIGN, ENGINEER'S DESIGN
REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, AND BIDDING DOCUMENTS)
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes Preliminary Design, Final Design and Bidding of the Taxiway A Reconstruction (SRE Apron) project at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Estimated start date is May 17, 2022; estimated end date is September 30, 2022.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$348,600.00.

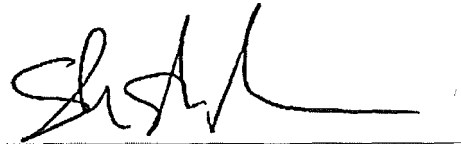
Descriptions of the services to be provided are included in Attachment A. Detailed estimate of labor cost and expenses are included in Attachment B.

Point of Contact: Shawn McMahon, PE, Principal

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.



Title: _____

Title: Principal _____

Date: _____

Date: May 17, 2022 _____

Title: _____

Date: _____

ATTACHMENT A

Duluth International Airport (DLH)

Taxiway A Reconstruction, Phase 4 (SRE Apron Expansion)

Scope of Work

Preliminary Design, Engineer's Design Report, Final Design, Plans and Specifications, Bidding Documents

General – Taxiway A, the full parallel taxiway serving the primary runway (Runway 9/27) at the Duluth International Airport (DLH), is in need of a full reconstruction. Much of the existing bituminous pavement has been in place since 1974, and the pavement condition has been rated fair to poor by the most recent Minnesota Department of Transportation (MnDOT) pavement condition assessment, completed in 2018. See **Figure 1 - DLH 2018 PCI Summary**. The reconstruction of the entire length (approximately 10,700 feet) of taxiway could potentially be completed in nine phases, based on the result of the 2021 DLH Airport Master Plan and discussions with the Duluth Airport Authority (DAA) and FAA.

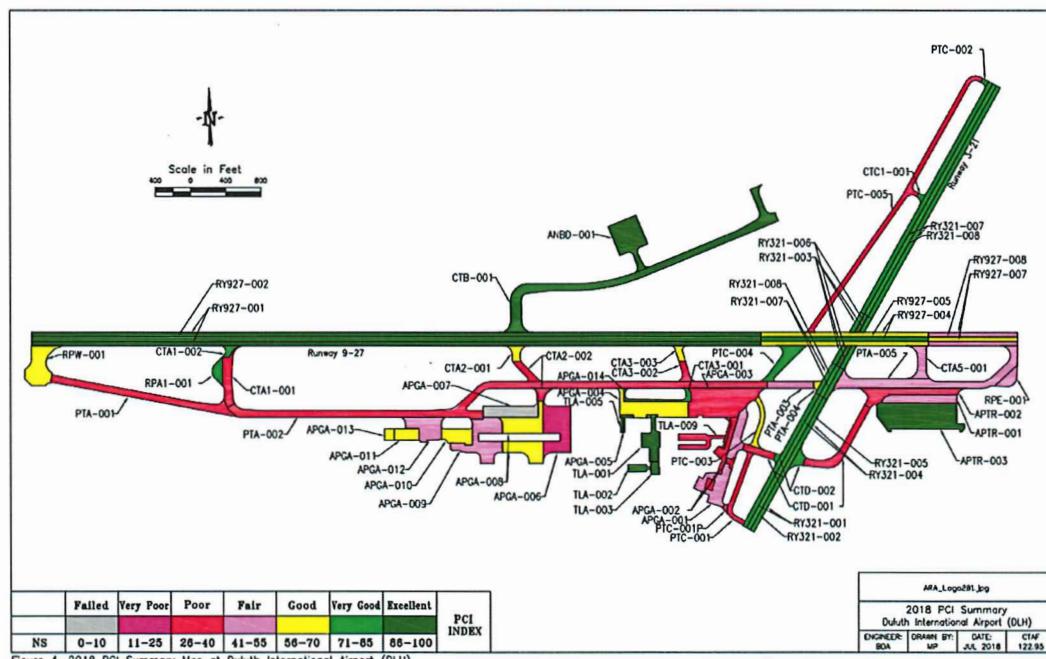


Figure 1. DLH 2018 PCI Summary

Phase 4 (SRE Apron Expansion) of the Taxiway A Reconstruction Program will include the construction of approximately 115,000 sq. ft. of concrete apron in between the Monaco Apron and the Midfield Ramp Aprons. The Phase 4 project will also include additional aircraft parking spaces, the installation of a Taxiway Design Group 3 taxilane to accommodate Aircraft Design Group III aircraft, and a vehicle service road will traverse the ramp. See **Figure 2 – Project Exhibit** for a graphic that represents the aforementioned project limits.

Due to the large increase of impervious surface area, stormwater control measures will need to be implemented on airport property to slowdown the flowrate of stormwater within the drainage

basin. This project will also analyze drainage capacity enhancements and impacts anticipated for future phases of the Taxiway A Reconstruction program. Additionally, this project will include site specific drainage improvements and potential storm structure repair or replacement, as required.

Phase 4 (SRE Apron Expansion) will create additional aircraft parking at DLH which will allow a portion of the Tower Ramp, where aircraft are currently parking, to be demolished. This Tower Ramp pavement will be demolished in a future phase due to aircraft parking in the Runway Visibility Zone.

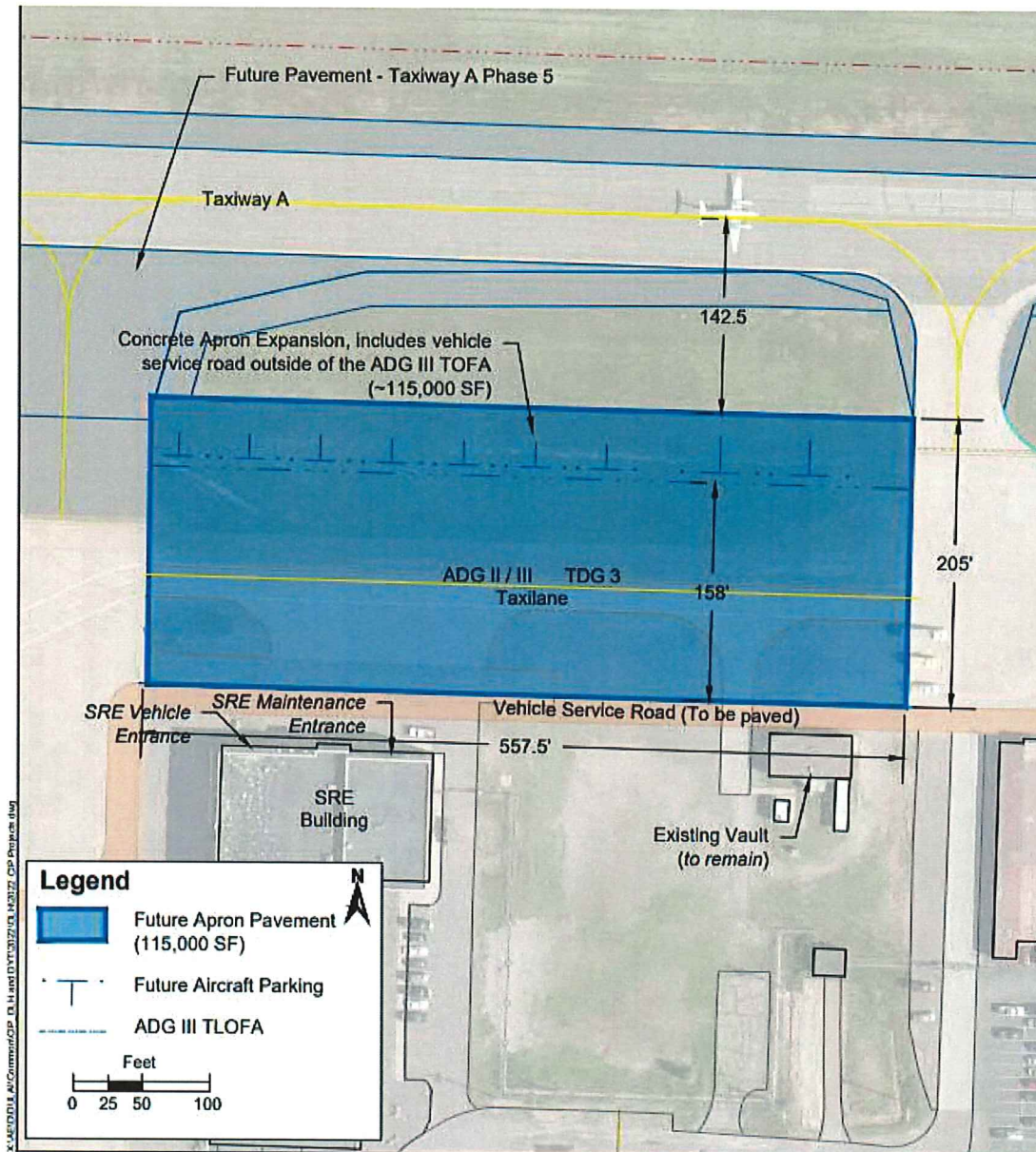


Figure 2. Project Exhibit

(The Construction Administration scope items will be included in a subsequent work order.)

Proposed project schedule:

May 17, 2022 – DAA Board considers Design contract
May 23, 2022 – Submit Engineer's Design Report
July 13, 2022 – Final plans and specifications posted for bidding
August 8, 2022 – Bid opening
August 16, 2022 – DAA Board to consider Construction and CA contracts
August 23, 2022 – Grant application submittal
June 2023 – Construction

Project Deliverables – The project deliverables of this scope include the following:

1. Project formulation
2. Preliminary Design
3. Engineer's Design Report for Taxiway A Reconstruction, Phase 4
4. Plan drawings for Taxiway A Reconstruction, Phase 4
5. Construction bidding documents for Taxiway A Reconstruction, Phase 4
6. FAA Construction plans and specifications review
7. Quality Control reviews
8. Project management and Meetings

This work scope includes:**Work Element 1: Project Formulation**

Task 1.1 – Scoping, Review, and Coordination – Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Duluth Airport Authority (DAA) (sponsor) to develop the appropriate scope of work. Additional coordination will include task definition and establishment of project goals and objectives. The scope of work will be presented to FAA and MnDOT Office of Aeronautics for review and will be updated based on input received.

Task 1.2 – FAA Grant Initiation Documentation – SEH will complete the project and grant pre-application documentation, associated preliminary cost breakdowns and preliminary eligibility determinations. The environmental CATEX (completed under another task) will be included in the project initiation documentation.

Work Element 2: Preliminary Design

Task 2.1 – Geotechnical Analysis/Borings – Fourteen (14) geotechnical borings and two (2) pavement cores will be drilled in the location of the proposed apron pavement per FAA pavement design criteria. SEH will provide escorting and oversight during the drilling. The boring logs and narrative report will be used to develop the pavement design and the typical section for the taxiway. The scope of work includes development and submittal of the FAA Form 7460 for completion of the boring scope of work. (See attached Figure 2C reflecting the proposed boring and core locations.)

Task 2.2 – Topographic Survey – A topographic survey will be completed in the area of the proposed Phase 4 reconstruction. Survey will include all pavement grades, pavement edges, drainage structures, utility information, airfield lighting,

and other necessary features. SEH will complete the survey work and provide escorting and oversight during the survey. See attached Figure 2A reflecting the designated survey area limits at the Phase 4 project site.

Task 2.3 – Utility Investigation – Hydroexcavation potholing will be performed to confirm the location of existing utility duct banks and FAA utilities over an approximate duration of two days. The scope of work includes a field escort of the hydroexcavation contractor and preparation of potholing exhibits by SEH for contractor purposes.

Task 2.4 – Environmental Determination/CATEX – SEH will revise the previously completed Categorical Exclusion (CATEX) for the Taxiway A Phase 2 project to include the Taxiway A Phase 4 project scope. This scope of work will include reviewing historical and previously completed data, preparing the CATEX form, coordinating with FAA, and responding to FAA comments as necessary.

Task 2.5 – Taxiway A Reconstruction Program Stormwater Management – SEH will consider appropriate stormwater control measures to be implemented for both the Phase 4 (SRE Apron Expansion) project and the overall taxiway reconstruction program to properly satisfy construction stormwater permitting requirements for both the State and the City. This scope of work will include communications and coordination with the agencies, including processing of any required design phase permitting documents. Also included in this scope is additional field survey efforts to collect existing storm sewer data for the areas adjacent to the Phase 4 project area, with an emphasis on airport drainage areas contributing storm water runoff to the Miller Creek watershed. It is estimated that a 5-day period of additional storm sewer field survey collection will be required including efforts by 2 field survey crew members and/or sewer inspection staff. SEH staff will escort field survey crew and/or sewer inspection staff for the portion of field survey located inside the DLH airfield. See attached Figure 2B reflecting the designated area of additional storm sewer system field survey outside of the immediate Phase 4 project area.

Work Element 3: Engineer's Design Report

Task 3.1 – General Scope of Work – SEH will develop a brief narrative of the work scope, delineation of eligible/ineligible work items, any unique or unusual situations, and historical background on the proposed project.

Task 3.2 – Photographs – SEH will coordinate with DAA staff to capture photographs of representative areas of existing site conditions. The photographs will be included within the report.

Task 3.3 – Applicable AIP Standards – All applicable AIP standards will be referenced in the report by FAA Advisory Circulars. Specific values for design standards as required for Taxiway A and the proposed apron pavement will be displayed in table format for airplane design group, approach category, runway safety area and object free area dimensions, geometric values and surface gradients.

Task 3.4 – Airport Operational Safety Considerations – SEH will develop a Construction Safety and Phasing Plan (CSPP) to evaluate proposed phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users. All airport facilities, including approach procedures and navigational aids, will be evaluated for potential impacts due to construction.

Task 3.5 Pavement Design – SEH will utilize pavement cores, soil borings and the geotechnical evaluation and report to evaluate the current pavement condition and underlying soils. The resulting pavement evaluation and identification of soil characteristics will be used with the fleet mix to develop a proposed pavement design and alternatives. (FAARFIELD program results and FAA Form 5100-1 will be included as part of the report.) Existing pavement removal/reuse options will be explored, as well as base and subgrade conditions and proposed modifications.

In addition, the document will use the critical design aircraft determined in previous phases for pavement design but verified for the varied geotechnical conditions.

Task 3.6 – Drainage Design – SEH will conduct a site visit, inspection and evaluation of the existing drainage and subsurface drainage systems. Delineation of the drainage area and stormwater runoff calculations will be determined to confirm current drainage and stormwater treatment features.

Task 3.7 – Airfield Electrical Design – SEH design team will evaluate the existing airfield electrical utility that traverses the Phase 4 project site to the north of the existing vault facility. Design team will develop a preliminary electrical design for the reconstruction of this existing electrical utility that serves the airfield electrical systems.

Task 3.8 – Pavement Marking – SEH will develop a preliminary pavement marking plan and details to be included as part of the report. Coordination with FAA Part 139 inspector for the marking plan is included as part of this task.

Task 3.9 – Environmental Considerations – SEH will revise previously completed Categorical Exclusion (CATEX) for the Taxiway A Phase 2 project to include the Phase 4 scope. SEH will also identify necessary permits, including but not limited to NPDES and developing a Stormwater Pollution Prevention Plan (SWPPP) in concert with preliminary erosion control plans. SEH will develop City of Duluth stormwater permitting requirements.

Task 3.10 – Existing Utilities – SEH will develop a drawing that identifies and delineates existing underground utilities in and adjacent to the area of the Taxiway A Reconstruction, Phase 4.

Task 3.11 – Miscellaneous Work Items – SEH will provide a narrative to address other work components of the project, such as turf establishment, erosion control, site access, and other related work items.

Task 3.12 – Life Cycle Cost Analysis – SEH will include a discussion on Life Cycle Cost Analysis and confirm that the Life Cycle Cost Analysis for Taxiway A Reconstruction, Phase 1 is still desired to be used. The Life Cycle Cost Analysis process and results from Taxiway A Reconstruction, Phase 1 will be included in the report, and updated with current economic data and Phase 4 cost estimates.

Task 3.13 – Modification to AIP Design Standards – No modifications to design standards are anticipated, but this task will explore all preliminary design to confirm that no modifications to design standards will be requested.

Task 3.14 – AIP Non-eligible Work Items – Any potential non-eligible work items will be identified. If non-eligible work items are identified, the process for

separating these work components from eligible components will be addressed.

Task 3.15 – Disadvantaged Business Enterprise (DBE) – The current status of the Sponsor's DBE program will be established, together with project goals for the Taxiway A Reconstruction, Phase 4 project. It is anticipated that the goal from 2022, 2023, and 2024 will be reviewed.

Task 3.16 – Project Schedule – SEH will develop a schedule and associated chart to identify the project schedule specific to Phase 4 of the Taxiway A Reconstruction, and milestones during the design and bidding process.

Task 3.17 – Engineer's Estimate of Probable Cost – SEH will provide an itemized summary of the engineer's estimate of probable construction costs. Any ineligible work components will be called out separately.

Task 3.18 – Preliminary Project Budget – SEH will develop a preliminary project budget that will include anticipated engineering costs, construction costs, and administrative costs. Potential funding sources and proration will also be included.

Work Element 4: Plan Drawings for Taxiway A Reconstruction, Phase 4 (SRE Apron Expansion)

Final design and plan drawings for Taxiway A Reconstruction, Phase 4, will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13B, *Airport Design*, will be utilized in the development of the plan set. Other applicable ACs, FAA Orders, Regulations and Policy Memorandums will be used as needed. Specific tasks included with this work element include:

Task 4.1 – Environmental Coordination and Permits – SEH will refine the draft Stormwater Pollution Prevention Plan (SWPPP) and erosion control plans completed as part of the Engineer's Design Report. Additionally, the scope of work includes completion and/or coordination of the following permits:

- MPCA NPDES permit application
- City of Duluth Haul Route Application
- City of Duluth Stormwater permit
- Stormwater Pollution Prevention Plan (SWPPP)
- MPCA Concrete Batch Plant Permit

Task 4.2 – Construction Safety and Phasing Plan Development – SEH will create a Construction Safety and Phasing Plan (CSPP). SEH will meet with DAA staff, airfield tenants and users to evaluate potential risks and determine appropriate mitigation tactics. The CSPP will determine final phasing and sequencing, construction limits, haul routes, contractor staging areas, and anticipated impacts to airport users and airfield facilities. A final CSPP will be uploaded for FAA airspace review. A Construction Safety Plan Narrative will also be created to complement the CSPP.

Task 4.3 – 7460 Airspace Determination Review – SEH will submit the required airspace data on the FAA's OE/AAA website for an airspace determination. Submitted data will include a 7460 drawing with points of interest, the CSPP developed as part of Task 4.2, the safety plan narrative document, and other requested information by FAA. This task also includes effort to adjust submitted data requested by FAA.

Task 4.4 – Detailed Final Design – Detailed final design to include establishment of apron pavement plan and profile, grading and topographic survey analysis, surface and subsurface drainage design including final stormwater control measures, designation of aircraft parking locations, designation of realigned airfield service road location, and other related project elements.

Task 4.5 – Construction Plan Sheets – Specific plan sheets to be developed and included in the plan set are as follows:

- Title Sheet
- Construction Safety Plan
- Construction Phasing Plan. This work will include phased construction of the concrete apron pavement to maintain airfield service road traffic through the site, including temporary pavement markings as required.
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan
- Storm Sewer Plan and Profile
- Stormwater Management Plan
- Typical Section(s)
- Removal Plan
- Erosion Control Plan and Details
- Grading Plan
- Pavement Plan/Profile drawings
- Alignment Plan
- Concrete Pavement Joint Plan and Details
- Pavement Elevation Plan Sheets
- Pavement Marking Plan and Details
- Standard Plates
- Cross Sections
- Airfield Electrical Layout and Details

Task 4.6 – Quality Control Site Visit – SEH will conduct one quality control site visit during final design to verify base maps, utility locations, light locations, grades, and other relevant site features to ensure conformance to bidding documents.

Work Element 5: Construction Bidding Documents for Taxiway A Reconstruction, Phase 4 (SRE Apron Expansion)

Elements of the Construction Bidding Documents will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13B, *Airport Design* and other applicable AC's, Orders, Regulations and Policy Memorandums. Specific tasks included with this work element include:

Task 5.1 – Construction Bidding Documents – A bid proposal project manual will be prepared that will consist of a table of contents, advertisement for bids, proposal documents, schedule of prices, State and Federal requirements, wage rates, technical specifications and special provisions.

Task 5.2 – Construction Management Plan – A Construction Management Plan (CMP) and reporting program will be prepared per FAA guidelines.

Work Element 6: FAA Construction Plans and Specifications Full Review

Task 6.1 – FAA Coordination – SEH will coordinate with the FAA on submitting a 90% complete set of construction plans and specifications for FAA review.

Task 6.2 – Completion of Appendix 3, “Full Review Guide” – SEH will complete Appendix 3 “Construction Plans and Specifications “Full Review Guide” and submit the document with the 90% plans and specifications

Task 6.3 – Review and Address FAA Comments – SEH will review and address all FAA comments on the plans and specifications and develop documentation to track any comments received and how those comments were addressed.

Work Element 7: Quality Control Reviews

Quality Control includes the following tasks:

Task 7.1 – Quantity Calculations and Final Engineer’s Estimate –This task includes finalization of quantities associated with the project for use in the bid package. A final engineer’s estimate using these quantities is also included.

Task 7.2 – Quality Control Reviews –This task includes quality control reviews of the project plans and specifications, quantity determinations and construction cost estimates. An on-site plan review with DAA staff is included.

Work Element 8: Project Management – This task includes the overall project management of Work Elements 1 through 7 noted above. Project Management includes administration of the project, design team meetings, agency and Sponsor meetings, airfield user and tenant outreach meetings, and related project administration tasks.

Task 8.1 – Design Team Meetings –This task includes weekly meetings by the design team to discuss project elements, schedule, issues, and provide coordination between team members. It is anticipated that there will be 8 design meetings. These are anticipated to be on-line virtual meetings.

Task 8.2 – Agency Meetings –This task includes monthly meetings by the design team, MnDOT Office of Aeronautics, FAA ADO, DAA staff, and other individuals and agencies as needed, to discuss the project design development, schedule, and any other related items. It is anticipated that there will be two, two-hour agency virtual meetings, attended by PM, PE, and Planner. These are anticipated to be on-line virtual meetings.

Task 8.3 – Airport Authority Meetings –This task includes attendance at monthly DAA Authority meetings to provide project updates to the DAA Board members. Two, two-hour meetings are included requiring Principal and Planner attendance.

Task 8.4 – Duluth Airport Authority (DAA) Staff Meetings – This task includes bi-weekly meetings by the project team leads and DAA staff to discuss project elements, schedule, issues, and provide coordination between team members. Four (4) meetings anticipated, with attendance by Principal and Planner. These are anticipated to be on-line meetings.

Task 8.5 – DLH Tenant Meetings –This task includes attendance at DLH tenant meetings to keep airport users apprised of the project and schedule. Two (2)

meetings are anticipated. These are anticipated to be on-line meetings and attended virtually.

Task 8.6 – Subconsultant Coordination – This task includes management of the subcontractors selected to perform work included in this proposal. This task includes scoping, contracting, invoicing and quality control.

Task 8.7 – Overall Project Management – This task includes project coordination and administration, including Sponsor and agency communication, internal meetings, progress reports, budget updates and monthly invoices and contract negotiation.

Subconsultants performing work under this proposal include the following:

1. **Braun Intertec.** All geotechnical engineering associated with the project will be performed by Braun Intertec out of Duluth, Minnesota.
2. **Burns & McDonnell.** Airfield electrical design with the project will be performed by Burns & McDonnell out of Bloomington, Minnesota.
3. **Badger Daylighting.** Badger Daylighting of Duluth, Minnesota will be performing utility hydroexcavation potholing to confirm the locations of existing utility duct banks and FAA utilities prior to project construction.

April 22, 2022

Proposal QTB157437

Shawn McMahon, PE
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation
Proposed DLH Taxiway A, Phase 4
Duluth International Airport
4701 Grinden Drive
Duluth, Minnesota

Dear Mr. McMahon:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed reconstruction of Phase 4 of Taxiway A at the referenced site.

Project Information

Per our correspondence with you and the provided preliminary design plan, the project will include the reconstruction of an area of approximately 200'x 550' directly west of the Monaco Apron and south of the main Taxiway A alignment. The locations of the pavement cores and soil borings have been selected by and will be surveyed by SEH.

Purpose

The purpose of our geotechnical evaluation will be to characterize existing pavement and subsurface geologic conditions at selected exploration locations and evaluate their impact on the design and reconstruction of the Phase 4 pavement area.

Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Site Access

Based on aerial photographs and previous site visits, it appears that the site is accessible to a truck drill rig. We understand our field work will be completed during daylight hours. We assume there will be no cause for delays in accessing the exploration locations.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

Penetration Test Borings

As requested, we will drill 14 standard penetration test (SPT) borings for the project, extending them each to 10 feet. This includes 12 borings for the Phase 4 pavement area and 2 borings for the west portion of the Phase 2C pavement area. Standard penetration tests will be performed continuously in the upper 5 feet and at 2 1/2-foot vertical intervals at greater depths. We will collect bag samples from the auger cuttings of the subgrade for laboratory testing.

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Pavement Coring

We will core pavements at 2 selected locations and at soil boring locations in pavement areas. We understand this work will take place in non-freezing temperatures.

MDH Notification and Sealing Record

Since our planned exploration will be less than 15 feet in depth, the Minnesota Statutes will not require that we complete any notifications or sealing records. If we extend any of the borings to a depth of 15 feet or greater, the Statutes requires that we seal the boreholes and complete a Sealing Record. If 25 feet or greater, the Statutes also require us to complete a Sealing Notification Form. If the Record or Form are required, we will contact you to discuss the additional fees and sealing requirements.

Borehole Abandonment

After completing the soil borings, the borings will be backfilled with cuttings and patched. Over time, subsidence of borehole backfill may occur, requiring surface grades to be re-leveled or patches to be replaced. Braun Intertec is not assuming responsibility for re-leveling or re-patching subsequent to initial backfilling and patching long term.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we anticipate performing moisture content tests, Atterberg limits tests, sieve hydrometer analyses, mechanical analyses (through a #200 sieve only), modified Proctor tests, and California Bearing Ratio tests. We will adjust the actual number and type of tests based on the results of our borings.

Report

We will prepare a report including:

- A sketch showing the boring locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact pavement design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing pavement subgrades, and the selection, placement, and compaction of fill.
- Recommended CBR value to aid in pavement design.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill rig mobilization – within 3 weeks following receipt of written authorization
- Field exploration – 2 days on site to complete the work
- Classification and laboratory testing – within 2 weeks after completion of field exploration
- Preliminary results – within 1 week after completion of field exploration
- Final report submittal – within 4 weeks after completion of field exploration

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Fees

We will furnish the services described in this proposal for a lump sum fee of **\$14,500**. Please note that our drilling/field services were budgeted to occur within our normal work hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. If conditions occur that require us to work outside of these hours discussed, we will request additional fees to cover our additional costs. Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

We will provide our services under the terms of the Agreement for Professional Services dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 (atast@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, EIT
Staff Engineer



Joseph C. Butler, PE
Business Unit Manager, Senior Engineer

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

		Project Manager	Senior Civil Engineer	Electrical Engineer	CADD Staff	Admin		
Task No.	Task Description						Task Hours	Task Cost
I	Design Tasks							
1	Project Meetings	4	4	4			12	\$ 1,974.60
2	Project Phasing Concepts	8	8	8	16		40	\$ 5,438.80
3	Produce Final Drawings (Phasing, Site, Detail, Plan/Profile Sheets)		16	16	40	4	76	\$ 8,917.21
4	Produce Final Specifications			4			4	\$ 569.28
5	Produce Cost Estimates		2	8			10	\$ 1,454.76
II	Other Direct Costs							
1	Reproduction Costs							\$ 200.00
2	Travel							\$ 200.00
	Grand Total							\$ 18,754.65

The Taxiway A Reconstruction – Phase 2 Project presents an opportunity to replace the primary airfield electrical lighting homerun ductbank between Structure #4114342, located north of Taxiway A, and the Airfield Electrical Vault facility. The existing ductbank is anticipated to contain approximately 30 circuits for airfield electrical components including lights and signs, the Runway 9 PAPIs, an airport beacon, and circuits associated with the Air National Guard 148th Fighter Wing facility. The scope of work to design the homerun ductbank replacement is anticipated to require development of cut-over phasing concepts, plan/profile and detail drawings, and technical specifications for the demolition of the existing concrete-encased conduits and construction of a new homerun ductbank. Additional design tasks are anticipated to include stakeholder meetings, and a site visit.

1. RWY 09/27 Circuit (ALL 3)


Home / DLH - Duluth International Airpo... / Airfield Operations / DLH Airport Operations

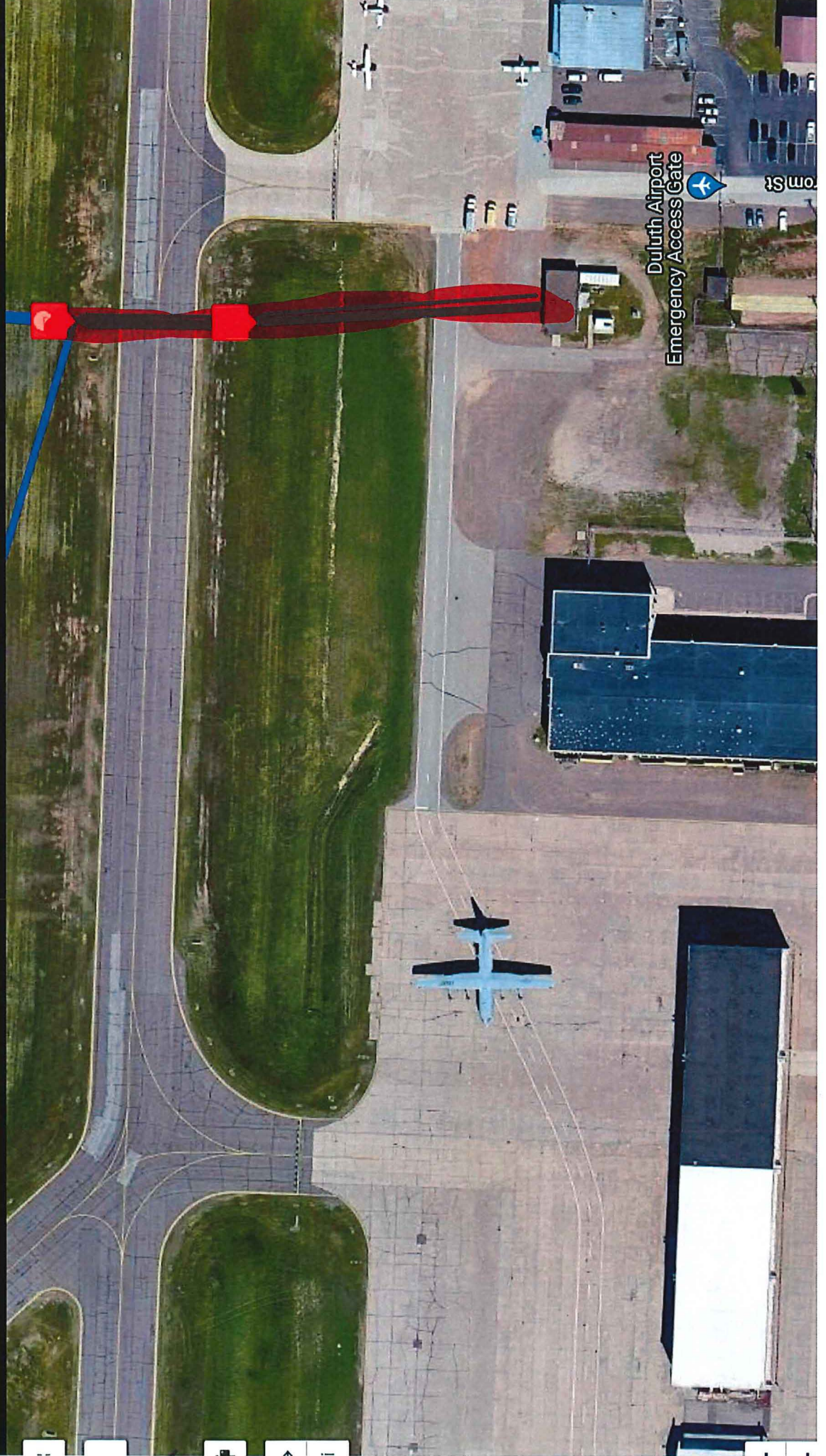
 Overlays 

New 

Edit 

Tools 

View 





Company Name: SEH Inc.

Company Contact: Clint Sciacca

Phone Number: 1-480-686-0979

Jobsite Location: Duluth International Airport – Potholing Quote

Scope of Work: Hydro excavate 30 pothole locations 1' diameter x maximum of 6' depth, pothole locations will be marked with lath boards, survey will be provided the day of potholing to shoot the top of utilities for SEH planning.

Quote/Rate (Includes time, labor, and materials):

1-Hydro Excavation Truck at \$310.00 per hour Monday thru Friday first 8 hours x 16 hours = \$4,960.00

1-Hydro Excavation Truck at \$360.00 per hour Monday thru Friday after 8 hours x 16 hours = \$5,700.00

1-Backfill Truck with 200' hose at \$50.00 per hour Monday thru Friday flat rate x 32 hours = \$1,600.00

1-Load sand backfill at \$500.00 per load of backfill x 1 load backfill = \$500.00

2-Disposal dumps at \$290.00 per disposal dump x 2 disposal dumps = \$580.00

Total Project Cost = \$13,400.00

Additional Comments: SEH will have pothole locations marked with lath boards and have survey onsite to shoot utility elevations the day of potholing. SEH will provide runway-taxiway shutdown to complete all potholing work, asphalt patching if needed to be completed by others. All additional hours worked or backfill needed will be invoiced at the above rates. Mob and DE/Mob included.



Mike Waldenburg

Project Manager

Mobile: 651-363-1174

mikew@davidshydrovac.com

Headquarters: 2320 Leibel St. White Bear Lake, MN 55110
Office: 651-329-5555 Email: info@davidshydrovac.com

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
TAXIWAY A RECONSTRUCTION, PHASE 4 (SRE APRON EXPANSION)
PRELIMINARY DESIGN, ENGINEER'S DESIGN REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING DOCUMENTS
DULUTH INTERNATIONAL AIRPORT (DLH)
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager	Professional Engineer	Project Engineer	Aviation Planner	Senior Technician	Water Resources Engineer	Senior Biologist	Survey Crew Chief	Instrument Operator	Admin Technician
Project Formulation												
1.1	Scoping, Review, and Coordination	8	12	12		8						
1.2	FAA Grant Initiation Documentation	8	12	12								
Preliminary Design												
2.1	Geotechnical Analysis/Borings		2	4	12		2					
2.2	Topographic Survey		2	2	12		24			24	24	
2.3	Utility Hydroexcavation Potholing		2		12		16					
2.4	Environmental Determination / CATEX					4			20			
2.5	Twy A Reconstr. Program Stormwater Management	4	4	8	32	2	20	64		40	40	
Engineer's Design Report												
3.1	General Scope of Work	2	4	4								8
3.2	Photographs			4								
3.3	Applicable AIP Standards		2	2		4						
3.4	Aspet Operational Safety Considerations		4	8	8	4	8					
3.5	Pavement Design		4	8	12							
3.6	Drainage Design		4	4	8		8	8				
3.7	Airfield Electrical Design		2	2	4							
3.8	Pavement Marking		2	2	4							
3.9	Environmental Considerations		4	2	2		4	4	4			
3.10	Existing Utilities		2	2	2		4					
3.11	Miscellaneous Work Items		2	2								
3.12	Life Cycle Cost Analysis		4	2	2							
3.13	Modification to AIP Design Standards		2	2		4						
3.14	AIP Non-eligible Work Items		4	2	2							
3.15	Disadvantaged Business Enterprise (DBE)		2	2								12
3.16	Project Schedule	2	4	4	4	4						
3.17	Engineer's Estimate of Probable Cost		4	4	8		4					
3.18	Preliminary Project Budget	2	4	8	4							
Plan Drawings for Taxiway A Reconstruction, Phase 4												
4.1	Environmental Coordination and Permits			2	8		4	8				4
	MPCA NPDES Permit											
	Haul Route Permit			4			4					
	City of Duluth Stormwater Permit		2		2			12				
	SWPPP		4	4	4		12	20				
4.2	MPCA Concrete Batch Plant Permit				2							
4.3	Construction Safety and Phasing Plan Development		4	8	12		16					
4.4	7460 Airspace Determination Submittal				8							
4.5	Detailed Final Design											
	SRE Apron Expansion		16	60	92	4	40					
4.6	Construction Plan Sheets											
	Title Sheet						4					
	Construction Safety Plan		2	4	8		12					
	Construction Phasing Plan		2	4	8		8					
	Statement of Estimated Quantities		2	4	4		12					
	Details and Construction Notes		2	4	4		12					
	Utility Locations Plan			4	4		16					
	Storm Sewer Plan and Profile		2	4	12		12					
	Stormwater Management Plan		2	2	4			20				
	Typical Section(s)		4	4	8		12					
	Removal Plan		4	4	8		12					
	Erosion Control Plan and Details		2	2	8		8	20				
	Grading Plan		4	12	20		16					
	Pavement Plan/Profile Drawings			2	2		8					
	Alignment Plan			2	4		12					
	Concrete Jointing Plan and Details		2	4	12		12					
	Pavement Elevation Plan Sheets			2	8		8					
	Pavement Marking Plan and Details		2	4	8		12					
	Standard Plates			4			4					
	Cross Sections			4	4		16					
	Airfield Electrical Layout and Details		2	4	4							
4.7	Quality Control Site Visit		8	8	8							
Construction Bidding Documents for Taxiway A Reconstruction, Phase 4												
5.1	Construction Bidding Documents		16	20	12			4				8
5.2	Construction Management Plan (CMP)		4	8	8							
FAA Construction Plans and Specifications Full Review												
6.1	FAA Coordination		4	8	8	4						
6.2	Completion of Appendix 3			12								
6.3	Review and Address FAA Comments		4	4	8		4					
Quality Control												
7.1	Quantity Calculations and Final Engineer's Estimate		4	8	8		4					
7.2	Quality Control Reviews		4	12	16							
Project Management and Meetings												
8.1	Design Team Meetings		2	8	8	8	8					4
8.2	Agency Meetings			6			6					
8.3	Airport Authority Meetings						6					
8.4	Duluth Airport Authority (DAA) Staff Meetings						6					
8.5	DLH Tenant Meetings						3					
8.6	Subconsultant Coordination			8		8						
8.7	Overall Project Management		4	20	8							
Total hours per labor category		57	244	352	450	69	378	160	24	64	64	36

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal	57	\$81.89	\$4,667.78
Project Manager	244	\$77.37	\$18,877.30
Professional Engineer	352	\$49.78	\$17,523.58
Project Engineer	450	\$40.66	\$18,298.17
Aviation Planner	69	\$77.39	\$5,332.68
Senior Technician	378	\$42.81	\$16,183.65
Water Resources Engineer	160	\$45.85	\$7,336.64
Senior Biologist	24	\$45.45	\$1,090.80
Survey Crew Chief	64	\$35.35	\$2,262.40
Instrument Operator	64	\$30.30	\$1,939.20
Admin Technician	36	\$31.37	\$1,129.34
Total Direct Labor Costs:	1,898		\$94,641.55
Direct Salary Costs plus Overhead (66.05%)			\$157,133.36
Total Labor Costs			\$251,774.91

Fixed Fee on Labor Costs (16%)

\$37,766.24

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Geotechnical Engineering (Soil Borings and Geotechnical Report) - Braun Intertec	1	\$14,500.00	\$14,500.00
Utility Hydroexcavation Potholing - Davids Hydro Vac	1	\$13,400.00	\$13,400.00
Airfield Electrical Design - Burns & McDonnell	1	\$18,754.65	\$18,754.65
Computer Charge	1,898	\$5.60	\$11,008.40
Employee Mileage	1500	\$0.58	\$870.00
Reproductions / Miscellaneous	1	\$500.00	\$500.00
Total Expenses			\$59,033.05

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee

\$348,574.19

Estimated Total

\$348,600.00

VII C

Duluth Airport Authority Short Elliott Hendrickson Inc. (SEH) Work Order 2022-7 for Construction Administration for the Demolition of Hangar 101 Project at the Duluth International Airport

Terms:

- Estimated start date of May 17, 2022
- Estimated end date of July 31, 2022

Agreement Overview:

This work order includes construction administration for the demolition of Hangar 101 project at Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Background:

Hangar 101 at the Duluth International Airport (DLH) is located in the building area, located south of Taxiway A and west of the airport SRE Building. Hangar 101 is no longer useable and needs to be removed. The structure has deteriorated, and due to safety concerns and the state of the building the hangar has been condemned. A storm in April 2022 caused further damage, and the Duluth Fire Department required immediate demolition.

This scope of engineering services includes construction administration, observation, regulated material removal and disposal documentation, FAA grant closeout, as well as project management. Construction/demolition is anticipated to take place in May and June of 2022.

Engineering services are anticipated to be funded at a 90 percent rate by the Federal Aviation Administration (FAA) and 5 percent funded by the Minnesota Department of Transportation (MnDOT).

**WORK ORDER
No. 2022-7
Between**

The Duluth Airport Authority (DAA) (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)

Dated: May 17, 2022

**2022 HANGAR 101 DEMOLITION – CONSTRUCTION ADMINISTRATION
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes professional services for construction administration, observation and closeout for the demolition of the Hangar 101 at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-2020) between the DAA and SEH remain in effect for this work order.

Estimated start date is May 17, 2022; estimated end date is September 30, 2022.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$67,700.00.

A description of the services to be provided is included in Attachment A. A detailed estimate of labor cost and expenses is included in Attachment B.


Point of Contact: Shawn McMahon

APPROVED:

Duluth Airport Authority (DAA)

Short Elliott Hendrickson Inc.

Title: _____



Title: Principal

Date: _____

Date: May 17, 2022

Title: _____

Date: _____

ATTACHMENT A

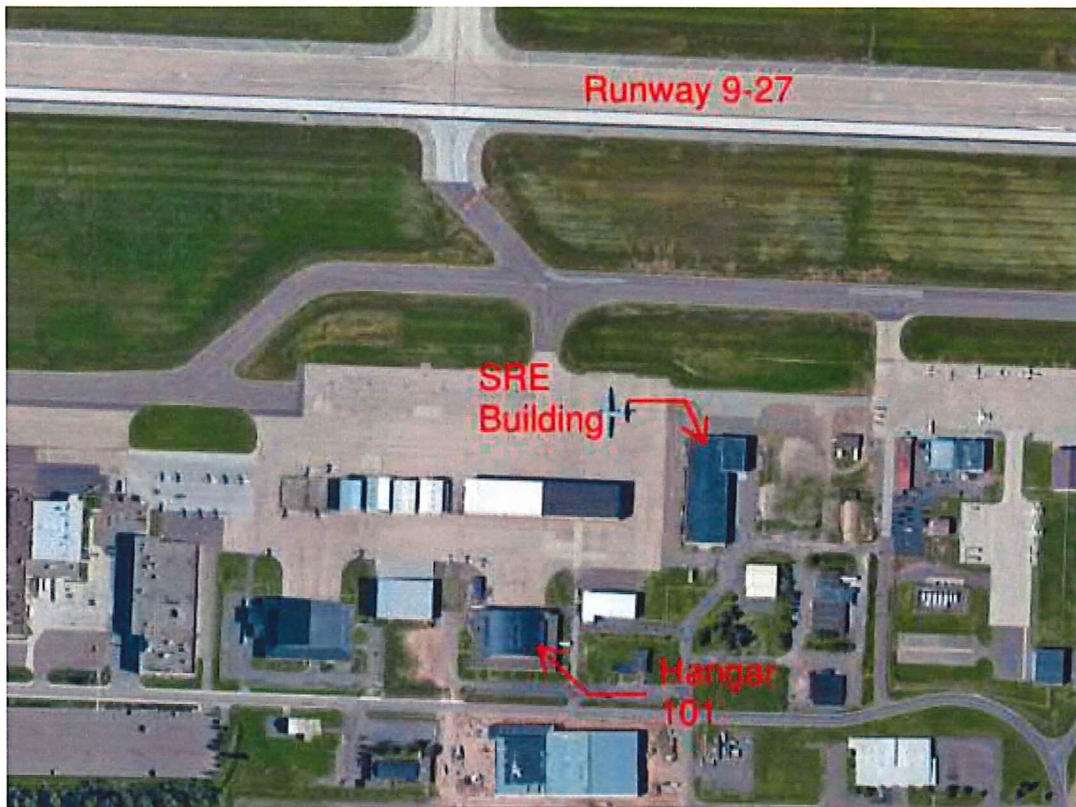
Duluth International Airport (DLH)

Hangar 101 Demolition

Scope of Work

(Construction Administration, Observation, Closeout)

General – Hangar 101 at the Duluth International Airport (DLH) is located in the building area, located south of Taxiway A and west of the airport SRE Building. Hangar 101 is no longer useable and needs to be removed. The structure has deteriorated, and due to safety concerns and the state of the building the hangar has been condemned. A storm in April 2022 caused further damage, and the Duluth Fire Department required immediate demolition.



This work scope includes engineering services for construction observation, construction administration, and project management.

Proposed Project Schedule:

May 16, 2022	Project Bid Opening
May 17, 2022	DAA Board considers construction and CA contracts
May – July 2022	Project Construction

Project Deliverables – The project deliverables of this scope include the following:

1. Shop Drawing/Submittal Review
2. Construction Administration and Observation
3. Project closeout
4. Project management

This work scope includes:

1. Preconstruction Activities. A preconstruction conference will be held prior to beginning construction to outline and discuss project requirements, administration procedures, and other construction related information. SEH will administer the preconstruction conference, issue notifications, and record meeting minutes. Asbestos abatement permitting, building demolition permitting, and other miscellaneous permits will be coordinated.
2. Submittal and Shop Drawing Review. SEH will review product and material data, shop drawings, mix design, samples, and other items required to be submitted by the contractor.
3. Construction Observation. SEH will provide part-time construction observation for the duration of construction. A Resident Project Representative (RPR) will be on-site to assist in ensuring that construction/demolition is performed in accordance with contract documents. The RPR will document and record construction progress through a daily journal and weekly progress reports.
4. Progress Meetings. It is anticipated that progress meetings will be scheduled during construction as needed. The progress meetings will be attended either in person or by conference call by SEH, including the RPR, project manager, and/or other staff as needed or required.
5. Pay Estimates. SEH will prepare one partial pay estimate and one final pay estimate upon completion of construction. Actual completed quantities will be tabulated for use in preparing pay estimates.
6. Final Inspection / Punchlist. A final inspection will be conducted by SEH after completion of the project. SEH will issue notifications and prepare a punchlist of any outstanding items needing correction.
7. Record Drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the Duluth Airport Authority for their records.
8. Update Airport Layout Plan (ALP). The Consultant will complete an update to the current ALP to reflect any as-built conditions. The ALP update will be submitted via OE/AAA according to FAA procedures.
9. FAA Project Closeout Report. The Consultant will prepare a "Project Closeout Report" as required by the FAA and using "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
10. Project Management. Time required for the overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the Airport Authority, Contractor, FAA, Mn/DOT, and other regulatory agencies and utilities.

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
Hangar 101 Demolition
Construction Observation, Administration and Closeout
Duluth International Airport

Task No.	Task Description	Project Director	Project Manager	Project Engineer	RPR	Sr. Project Architect	Project Scientist
1	Preconstruction Activities	4	4	8	8	4	8
2	Submittal and Shop Drawing Review	0	2	4	0	4	4
3	Construction Observation	0	16	8	140	0	20
4	Progress Meetings	0	8	20	20	12	12
5	Pay Estimates	0	4	8	0	0	0
6	Final Inspection/Punchlist	0	2	4	8	0	0
7	Record Drawings	0	2	16	4	0	0
8	Update Airport Layout Plan (ALP)	0	4	8	0	0	0
9	FAA Project Close-out Report	0	2	6	0	0	0
10	Project Management	2	8	4	2	4	0
	Total hours per labor category	6	52	86	182	24	44

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Director	6	\$81.89	\$491.34
Project Manager	52	\$77.37	\$4,023.24
Project Engineer	86	\$40.66	\$3,496.76
Resident Project Engineer	182	\$45.00	\$8,190.00
Sr. Project Architect	24	\$59.00	\$1,416.00
Project Scientist	44	\$39.22	\$1,725.68
Admin Technician	8	\$33.25	\$266.02

Total Direct Labor Costs:	402	\$19,609.04
Direct Salary Costs plus Overhead (66.03%)		\$32,556.89

Total Labor Costs		\$52,165.93
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Fee (15%)		\$7,824.89
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ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	1500	\$0.58	\$870.00
Construction Auto Allowance	20	\$16.00	\$320.00
Per Diem	20	\$200.00	\$4,000.00
Equipment Usage	402	\$5.80	\$2,331.60
Reproductions / Miscellaneous	1	\$200.00	\$200.00

Total Expenses		\$7,721.60
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SUMMARY:

Total Labor Costs + Expenses + Fees	\$67,712.42
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Estimated Total	\$67,700.00
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VII D

Duluth Airport Authority

To be updated on May 16th, 2022 at 2pm (after bids are opened)

Resolution to award selected contractor the contract for the Demolition of Hangar 101 project at the Duluth International Airport, in the proposed bid amount received at the May 16, 2022 bid opening and approve contract between the Duluth Airport Authority and the selected contractor.

Terms:

- Estimated start date of May 18, 2022
- 42 Calendar Days

Agreement Overview:

The contract is for the demolition of Hangar 101 project in the amount received from the selected bidder from bids received on May 16, 2022. Attached is a copy of the draft contract. This resolution includes the award of the contract. Execution of the contract will be contingent on verification and compliance of the performance bond, payment bond, and insurance certificate with contract requirements.

Background:

Bids will be received using [BidExpress](#) with assistance from the City of Duluth at 2:00pm on May 16, 2022 for the above referenced project. Bid results will be presented during the May 2022 Airport Board meeting.

The project is anticipated to be funded at 90 percent by the Federal Aviation Administration (FAA) Bipartisan Infrastructure Law funding.



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

May 10, 2022

RE: Duluth International Airport (DLH)
Hangar 101 Procurement Notice

MEMORANDUM FOR RECORD

The DAA has requested and been approved by the Federal Aviation Administration (FAA) for Emergency Authorization to demolish Hangar 101 due to the immediate life safety/imminent building collapse issue caused by a significant weather event in April of 2022.

At the beginning of 2022 the DAA began an Environmental Assessment (EA) to evaluate and mitigate the impacts of demolishing Hangar 101. This process was intended to take approximately 12 months of which at the conclusion, Hangar 101 would be demolished pending the completion of the EA. For background, Hangar 101 was condemned in 2016 and removed from Airport Authority insurance coverage. In April of 2022, Duluth saw a significant windstorm that caused damage to the structural integrity of Hangar 101. At the conclusion of the weather event, it was noted as an immediate safety hazard by the Duluth Fire Department. Given the imminent threat to the health and well being of all airport users and tenants the DAA engaged the FAA to come up with a collaborative solution.

The FAA issued a Notification of Emergency Situation on April 25, 2022. Consulted agencies had 7 days to comment on the undertaking (demolition of Hangar 101). Pursuant to FAA Order 1050.1F Paragraph 8-7, Emergency Actions, a NEPA document will be prepared in accordance with this Order and CEQ Regulations when time permits. Also, the Architectural Historian who completed the Architectural History Survey will be onsite to review the area prior to removal of Hangar 101.

Staff has developed a plan to procure a contractor to complete the demolition as quickly as possible, while maintaining public transparency and fair and open competition during the bidding process. The Airport and City staff developed a bidding strategy to meet normal City of Duluth and Duluth Airport Authority purchasing policies, meeting required procurement timelines while at the same time recognizing and respecting the emergency nature of the demolition. Given this schedule, staff will provide competitive bidding results at the DAA Board meeting scheduled for May 17, 2022 and will consider awarding the contract.

The DAA went through an extensive evaluation during this plan development to evaluate whether the building could be demolished any quicker if the DAA leveraged its own internal emergency procurement process. The date of this process remained identical to the one noted above for a multitude of reasons. With the negligible benefit seen in timeline improvement, the DAA elected to procure a contractor through our normal public competitive bidding process.

Although staff has met the necessary components for procurement, the design team and the contractor will utilize emergency provisions provided by the Minnesota Pollution Control Agency (MPCA) and other regulatory agencies to achieve the intent of immediate demolition required by the Duluth Fire Department and authorized by the Federal Aviation Administration (FAA).



DULUTH INTERNATIONAL AIRPORT

Closer to everywhere.

Sincerely,

Mark Papko, A.A.E.
Director of Operations
Duluth Airport Authority

c: Tom Werner, Executive Director

STANDARD FORM OF AGREEMENT
BETWEEN OWNER AND CONTRACTOR
ON THE BASIS OF A STIPULATED PRICE

THIS AGREEMENT is by and between the Duluth Airport Authority
(Owner) and _____ (Contractor).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: Hangar 101 Demolition and Development – Phase 1.

ARTICLE 2 – THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: Demolition of Hangar 101.

ARTICLE 3 – ENGINEER

- 3.01 The Project has been designed by Short Elliott Hendrickson Inc. (SEH®).
- 3.02 The Owner has retained SEH (Engineer) to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

- A. The work shall be substantially complete by July 13, 2022. The contractor shall be given 14 calendar days for Phase 1A, 14 calendar days for Phase 1B, and 14 calendar days for Phase 1C. The work shall be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before August 30, 2022. It is expected the contractor start work as soon as possible following the Notice to Proceed, which is anticipated to be issued May 17, 2022.

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
1. Substantial Completion: Contractor shall pay Owner \$1,000.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.
 2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time (as duly adjusted

pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$200.00 for each day that expires after such time until the Work is completed and ready for final payment.

3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

4.04 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.
- C. The special damages imposed in this paragraph are supplemental to any liquidated damages for delayed completion established in this Agreement.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:

- A. Total of Lump Sum Amount and Unit Price Work (subject to final Unit Price adjustment):

\$ _____

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Subject to the provisions of SC-15.01.C, Owner shall make monthly progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications of Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract:
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract:
 - a. 95 percent of Work completed (with the balance being retainage).
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

6.04 *Interest*

All amounts not paid when due shall bear interest at the rate of 4 percent per annum.

ARTICLE 7 – CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of the following:
1. Addenda (numbers 00 00 1__ to 00 00 1__, inclusive).
 2. This Agreement (pages 00 52 00-1 to 00 52 00-6, inclusive).
 3. Performance Bond (Document 00 61 13).
 4. Payment Bond (Document 00 61 14).
 5. General Conditions (pages 00 72 00-1 to 00 72 00-66, inclusive).
 6. Supplementary Conditions (pages 00 73 00-1 to 00 73 00-9, inclusive).
 7. Specifications as listed in the table of contents of the Project Manual.
 9. The Drawings listed in the index located on Drawing Sheet G0.00.
 10. Exhibits to this Agreement (enumerated as follows).
 - a. Contractor's Bid (Document 00 41 00).
 - b. Documentation submitted by Contractor prior to Notice of Award (pages __ to __, inclusive).
 - c. Certificate of Insurance.
 11. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Field Order(s).
 - c. Work Change Directive(s).
 - d. Change Order(s).
- B. The documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 8 – REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 *Contractor's Representations*

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.

2. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
5. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.
6. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
7. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
8. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
9. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
10. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 9 – MISCELLANEOUS

9.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

9.02 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

9.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

9.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, _____ (which is the Effective Date of the Contract).

OWNER:

Duluth Airport Authority _____

By: _____

Title: _____

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for Giving Notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement).

Designated Representative:

Name: _____

Title: _____

Address: _____

Phone: _____

Facsimile: _____

CONTRACTOR:

By: _____

Title: _____

[CORPORATE SEAL]

Attest: _____

Title: _____

Address for Giving Notices:

License No. _____
(Where Applicable)

Agent for service of process: _____

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: _____

Title: _____

Address: _____

Phone: _____

Facsimile: _____

END OF DOCUMENT

**STATE OF MINNESOTA
STATE AIRPORTS FUND
FY2023 GRANT AGREEMENT – AIR SERVICE MARKETING**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and DULUTH INTERNATIONAL AIRPORT ("Grantee").

RECITALS

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for air service marketing activities under Minn. Stat. § 360.0151 ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

AGREEMENT TERMS**1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits**

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn. Stat. §16B.98](#), Subd. 5. As required by [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on **June 30, 2023**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Governing Law, Jurisdiction, and Venue; and 13. Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with a detailed work plan and budget, which are on file with the State's Office of Aeronautics and are attached and incorporated into this Agreement as Exhibit A.

2 Grantee's Duties

- 2.1 Grantee will complete the Project in accordance Exhibit A.
- 2.2 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.3 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- 2.4 Grantee will submit written progress reports at quarterly intervals. Payments will not be made under section 4.6 if a progress report is past due unless Grantee has been given a written extension by the State.

3 Time

- 3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

4 Cost and Payment

- 4.1 **Cost Participation.** Costs for the Project will be allocated as follows:

State:	\$75,538.00
Grantee:	<u>\$37,373.00</u>
Total:	<u>\$107,911.00</u>

- 4.2 **Work Period.** State will pay Grantee for work done under section 2.1 during the period of **July 1, 2022**, through **June 30, 2023**.
- 4.3 **Eligible Costs.** Costs for the following activities related to commercial passenger air service at the Grantee's airport are eligible for reimbursement under this Agreement: (1) advertising of service; (2) public relations

activities intended to educate the public on the value of the airport and its commercial passenger air service; (3) marketing studies; or (4) service improvement activities such as route analysis, service studies, and other activities intended to preserve or increase service from an existing or new-entry air carrier. This grant may not be used to reimburse: (1) an activity that promotes an airport within the service area of another airport; (2) a promotional activity that features one specific air carrier at an airport when more than one air carrier serves the airport; (3) administrative costs associated with the marketing program or with the routine operation of the airport; or (4) payments to air carriers as fare subsidies, service subsidies, or seat guarantees. State's Authorized Representative has sole discretion over, and will make the final determination regarding, the eligibility of any submitted cost. Grantee is encouraged to submit questions regarding cost eligibility to State's Authorize Representative prior to incurring the expenditure.

4.4 Sufficiency of Funds. Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.5 Total Obligation. The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$75,538.00**.

4.6 Payment

4.6.1 Invoices. Grantee will submit invoices for payment. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget, grant expenditures to-date, and the latest written progress report before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule:

Payment Schedule - FY2023		
No.	Program Work Period	Date
1	July-September	10/15/2022
2	October-December	1/15/2023
3	Janurary-March	4/15/2023
4	April-June	7/15/2023

4.6.2 All Invoices Subject to Audit. All invoices are subject to audit, at State's discretion.

4.6.3 State's Payment Requirements. State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.6.4 Grantee Payment Requirements. Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

4.6.5 Grant Monitoring Visit and Financial Reconciliation. During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.6.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.6.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.6.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

4.6.6 Closeout. The State will determine, at its sole discretion, whether a closeout audit is required prior to final

payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

6 Authorized Representatives

6.1 The State's Authorized Representative is:

Junior Lindsay, Planning Program Coordinator, 395 John Ireland Blvd, Mail Stop 410 St. Paul, MN 55155 Ph: (651) 234-7183, junior.lindsay@state.mn.us, or his/her successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Natalie Peterson, Director of Communications & Marketing, Duluth International Airport, Duluth MN 55811 Ph: (218) 625-7768, npeterson@duluthairport.com. If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Agreement Complete

7.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

7.2 Amendments. Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7.3 Waiver. If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.

7.4 Grant Agreement Complete. This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

7.5 Electronic Records and Signatures. The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

8 Liability

To the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

9 State Audits

Under Minn. Stat. § 16B.98, Subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of **6 years** from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

10 Government Data Practices and Intellectual Property Rights

10.1 Government Data Practices. Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

11 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12 Termination; Suspension

- 12.1 Termination by the State.** The State may terminate this agreement with or without cause, upon 30 days written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 12.2 Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- 12.3 Termination for Insufficient Funding.** The State may immediately terminate this agreement if:
- 12.3.1 It does not obtain funding from the Minnesota Legislature; or
 - 12.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 12.4 Suspension.** The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

13 Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

14 Fund Use Prohibited. The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see www.mmd.admin.state.mn.us/debarredreport.asp.

15 Discrimination Prohibited by Minnesota Statutes §181.59. Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any

county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

16 **Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venture with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

17 **Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

18 **Additional Provisions**
[Intentionally left blank.]

[The remainder of this page has intentionally been left blank.]

STATE ENCUMBRANCE VERIFICATION

*Individual certifies that funds have been encumbered as required by
Minn. Stat. § 16A.15 and § 16C.05.*

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

GRANTEE

*The Grantee certifies that the appropriate person(s) have executed the grant
agreement on behalf of the Grantee as required by applicable articles,
bylaws, resolutions, or ordinances.*

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

By: _____
(with delegated authority)

Title: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
OFFICE OF FINANCIAL MANAGEMENT – GRANT UNIT**

By: _____

Date: _____

**DEPARTMENT OF TRANSPORTATION
CONTRACT MANAGEMENT**

By: _____

Date: _____

RESOLUTION

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIR SERVICE MARKETING

It is resolved by the Duluth Airport Authority as follows:

1. That the state of Minnesota Agreement No. MnDOT Contract No. 1050514,
"Grant Agreement for Air Service Marketing," for State Project No. A6901-SM030 at the
Duluth International Airport is accepted.
2. That the _____ and _____ are
(Title) (Title)
authorized to execute this Agreement and any amendments on behalf of the
Duluth Airport Authority.

CERTIFICATION

STATE OF MINNESOTA

COUNTY OF _____

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

(Name of the Recipient)

at an authorized meeting held on the _____ day of _____, 20____

as shown by the minutes of the meeting in my possession.

Signature: _____
(Clerk or Equivalent)

CORPORATE SEAL

/OR/

NOTARY PUBLIC

My Commission Expires: _____

VII F

Sky Harbor Airport Jon Messerer Land Lease – Float Storage

Terms:

- July 1, 2022 to June 30, 2023

Background:

- Lessee uses grass area to store airplane floats for his customers

Agreement Overview:

- Renewal of previous lease
- Rate increase from \$.22 per square foot to \$.23 per square foot.

Why were the changes in key terms needed/wanted?

- Renewal of annual agreement- lessee did not want more than 1 year term

**SKY HARBOR AIRPORT
FLOAT STORAGE LAND LEASE AGREEMENT
JONATHON AERO**

THIS FLOAT STORAGE LAND LEASE AGREEMENT ("Agreement") entered into this first day of July, 2022, by and between the DULUTH AIRPORT AUTHORITY ("Authority"), and Jonathon Aero ("Renter").

WHEREAS, in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. The Leased Premises

Subject to the terms and conditions set forth herein, the Authority grants to Renter use of five thousand five hundred (5,500) square feet of unimproved land for the storage of floats and related equipment at the Sky Harbor Airport (the "Airport") as shown on the attached Exhibit A, (the "Leased Premises") for the use and term set forth below.

2. Use of the Leased Premises

The Authority agrees to allow Renter the use of the Leased Premises for the sole purpose of storage of floats and related equipment. No other use of the Leased Premises shall be made other than as set forth above.

3. Term

The term of this Agreement shall commence on July 1, 2022 and shall continue until June 30, 2023. In the event that Renter shall fail to surrender the Leased Premises at the termination of this Agreement, Renter hereby agrees to pay Authority one hundred fifty percent (150%) of the rate stated in this Agreement until Renter surrenders the Leased Premises.

4. Rent

As consideration to the Authority under this Agreement, beginning on the commencement date and in advance on the first day of each month thereafter during the term of this Agreement, Renter agrees to pay to the Authority rent in the amount of twenty two cents (\$0.23) per square foot which equals one thousand two hundred ten dollars (\$1,265.00) per year due and payable annually on or before July 1st, 2022.

5. No Warranty

The Authority makes no representation that the Leased Premises is suitable for specific uses, and Renter accepts the Leased Premises in an "as is" condition without representations or warranties of any kind.

6. Facility Supervision

Authority agrees that at all times during the term of this Agreement; the Leased Premises will be properly supervised and overseen by an employee or agent of the Authority with sufficient empowerment and decision making authority to act on behalf of Authority. The name and cell phone number of such employee or agent shall be provided to Renter. Renter shall provide Authority with a contact telephone number and/or e-mail address that will be answered at all times during the term of this Agreement.

7. Smoking and Alcohol

Renter shall not permit smoking or alcohol on the Leased Premises.

8. Improvements

Renter shall not make any alterations or improvements to the Leased Premises without the prior written consent of Authority's Executive Director (the "Executive Director").

9. Maintenance

The Authority shall be responsible for performing general maintenance around the Leased Premises.

10. Authority Access

The Authority expressly reserves the right to the unlimited access to the Leased Premises for authorized personnel during the time that this Agreement is in force for the purpose of inspection, display or showing, and ensuring that the provisions of this Agreement are complied with by Renter.

11. Independent Contractor

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing a relationship of co-partners between the parties hereto or of constituting Renter or any of its officers, agents, servants, volunteers, contractors and employees as an officer, agent, servant, volunteer, contractor, representative or employee of the Authority for any purpose or in any manner whatsoever. Renter's officers, agents, servants, volunteers, contractors and employees shall not be considered employees of the Authority, and any and all claims which may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said officers, agents, servants, volunteers, contractors and employees while engaged in performing any work under this Agreement, and any and all claims whatsoever on behalf of said officers, agents, servants, volunteers, contractors and employees arising out of employment, including, without limitation, claims of discrimination, shall in no way be the responsibility of the Authority. Renter's officers, agents, servants, volunteers, contractors and employees shall not be entitled to any compensation or right or benefits of any kind whatsoever for leave or vacation pay, Workers' Compensation, Unemployment Insurance, disability pay or severance pay.

12. Defense and Indemnity

Renter shall indemnify, save, hold harmless, and defend Authority and the City of Duluth (the "City"), their officials, agents and employees, successors and assigns, individually or collectively, (1) from and against any and all claims including a claim for contribution or indemnity, demands, causes of action, loss, injury, liability, costs and expenses of whatsoever kind or nature (including but not limited to reasonable attorneys' fees, disbursements, court costs, and expert fees) and damages for or related to injury to or death of persons or damage to property, and (2) from and against any fines in any way arising from or based upon the violation by Lessee, its agents, employees, successors and assigns of any federal, state, or municipal laws, statutes, resolutions, or regulations, including rules or regulations of the Authority now in effect or hereafter promulgated; all arising out of, resulting from, in conjunction with or incident to any act or omission of Renter, its officials, agents or employees, successors or assigns, Renter's performance of obligations under this Agreement, or the use and/or occupancy of the Leased Premises or of the Airport by Renter, its officials, agents or employees, or successors or assigns, and on ten (10) days' written notice from the Authority, the Renter shall appear and defend all claims and lawsuits against the Authority and/or the City growing out of any such injury or damage. The provisions of this paragraph shall survive the expiration, termination or early cancellation of this Agreement.

13. Environmental Liability

In addition to the general indemnity stated above, and as part of it, it is specifically agreed between the parties that Renter shall be responsible in all respects for the use of or generation of or release or threatened release of any petroleum based substance or product, or any volatile organic compound, or any substance classified as a pollutant, contaminant, toxic substance, solid waste or a "hazardous waste" by either the Environmental Protection Agency of the Government of the United States

or the Minnesota Pollution Control Agency by Renter, its officials, agents or employees, successors or assigns. Renter shall specifically be responsible for the disposition of all such waste or substances and for the environmental response activities and costs, monitoring, or cleanup of any environmental condition deemed by those agencies or either of them to require environmental response, monitoring or cleanup activities of any kind which arises directly or indirectly out of the use of or generation of such substances by Renter, its officials, agents or employee, successors or assigns in its operations at the Airport; and Renter specifically agrees that the obligations of Paragraph 12 above shall apply specifically to any costs or obligations of Authority arising out of any such disposition, cleanup, or environmental response.

14. Survival

The provisions of paragraphs 12 and 13 shall survive the expiration, termination, and early cancellation of this agreement.

15. Insurance:

Renter shall carry and maintain in full force and effect during the term of this Agreement the minimum amounts of insurance set forth below. The Renter shall carry workers' compensation insurance on all of its employees employed on the Airport. Renter may request the Authority to approve alternative types of insurance providing at least equal protection. All such insurance shall be in at least the following amounts and shall be in a form acceptable to the Authority and approved by the City Attorney, shall name the Authority and the City of Duluth as additional insureds on each liability policy and shall provide for thirty (30) days' written notice to the Authority of any cancellation or modification thereof. To the extent that the "Accord" form of certificate is used, the words "endeavor to" shall be stricken from the notification provisions. Certified copies thereof or appropriate certificates of insurance evidencing the existence thereof shall be delivered to the Authority prior to the execution of this agreement. The Authority reserves the right and Renter agrees to revisions upward or downward in the minimum insurance requirements hereinafter set forth. All insurance required under this Agreement shall be taken out and maintained in responsible insurance companies organized under the laws of the states of the United States and licensed to do business in the State of Minnesota. All insurance policies required below shall be primary and shall not require contribution from any coverage maintained by the Authority and/or the City.

1. Commercial general liability insurance, including contractual, completed operations, premises and operations and products liability coverage in an amount of not less than \$1,500,000 combined single limit or \$1,500,000 bodily injury per occurrence; \$1,500,000 property damage per occurrence and \$1,500,000 in aggregate.
2. Owned, non-owned and hired vehicles in an amount not less than \$1,500,000 combined single limit or \$1,500,000 bodily injury per occurrence; \$1,500,000 per occurrence.
3. Aircraft Liability insurance from an admitted aviation insurance carrier in limits per each occurrence of not less than \$1,000,000 and Aircraft Passenger Liability insurance in limits of not less than \$100,000 for each passenger seat.
4. Worker's Compensation insurance in accordance with the laws of the State of Minnesota.

A. Insurance Primary. All insurance policies required above shall be primary and shall not require contribution from any coverage maintained by Authority and/or City.

B. Insurance Not Limitation: It is understood that the specified amounts of insurance stated in this paragraph shall in no way limit the liability of Renter under this Section.

C. Disclaimer: Authority does not represent or guarantee that these types or limits of coverage are adequate to protect the Renter's interests and liabilities. It shall be the obligation and responsibility of Renter to insure, as it deems prudent, its own personal property, against damage. Authority does

not have insurance coverage for Renter's property and Authority expressly disclaims any and all liability for any and all losses, damage and/or claims to vehicles and/or personal possessions of Renter.

16. Laws, Ordinances and Rules

The Renter agrees to observe and comply with all the laws, ordinances, rules and regulations of the United States of America, State of Minnesota, the City of Duluth, and their respective agencies now in effect or hereinafter promulgated which are applicable to its business at the Airport including all laws relating to unlawful discrimination, and further agrees to observe and comply with all Airport rules and regulations in existence at the execution of this agreement and which may, from time to time, be promulgated by the Authority governing conduct on and operations at the Airport and the use of its facilities, as administered by the Executive Director. Further, Renter agrees to fulfill its responsibilities pursuant to the Airport Security Plan approved by the Federal Aviation Administration and any amendments thereto.

17. Non-discrimination

The Renter for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant with the land that:

- a. No person on the grounds of race, color or national origin shall be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in the use of said facilities; and
- b. In the construction of any improvement on, over or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; and
- c. That the Renter shall use the premises in compliance with all of the requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

18. Assignment

Renter shall not assign its interest under this Agreement or any part hereof without the prior written consent of the Executive Director.

19. Notices

Any notice to be given by either party shall be deemed to be properly served if deposited with the United States Postal Service, or other acceptable mailing service, postage prepaid, addressed to the other party as follows:

To Authority: Duluth Airport Authority
Duluth International Airport
4701 Grinden Drive
Duluth, MN 55811
Attn: Executive Director

To Renter: Jonathan Aero
5000 Minnesota Avenue
Hangar 4
Duluth, MN 55802

20. Choice of Law

All questions concerning the interpretation or application of provisions of this Agreement shall be decided according to the laws of the State of Minnesota. The appropriate venue and jurisdiction for any litigation hereunder shall be in a court located in St. Louis County, Minnesota.

21. No Third Party Claims

This Agreement is to be construed and understood solely as an Agreement between the Authority and Renter and shall not be deemed to create any rights in any other person. No person shall have the right to make claim that she or he is a third party beneficiary of this Agreement or of any of the terms and conditions hereof, which, as between the Authority and Renter, may be waived at any time by mutual agreement between the Authority and Renter.

22. Waiver

Any waiver by either party of any provision of this Agreement shall not imply a subsequent waiver of that or any other provision.

23. Provision Against Liens

Renter shall not create or permit any mortgage, encumbrance or lien or allow any mechanics' or materials liens to be filed or established or to remain against the Leased Premises, or any part thereof, provided that if Renter shall first notify the Authority of its intention to do so and post such security as the Authority reasonably deems necessary, Renter may, in good faith, contest any such mechanics' or other liens filed or established as long as the Authority does not deem its interest or rights in this License Agreement to be subject to foreclosure by reason of such contest.

24. Limitation of Liability

The liability of the Authority and the City shall be governed by the provisions of the Minnesota Municipal Limitation of Liability Statute, Minnesota Statutes, Section 466 et. seq.

25. Subordination

This License Agreement shall be subordinate to the provisions of any existing or future Agreement between the Authority and the United States, the State of Minnesota or the City of Duluth relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal, State or local funds for the development of the Airport, or to any security requirements of State or Federal Government, including temporary security procedures or instructions.

26. Amendments

Any amendments to this Lease Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

27. Entire Agreement

This Agreement constitutes the entire agreement between parties and supersedes all prior written and oral agreements and negotiations between the parties relating to the subject matter.

28. Counterparts

This Lease Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any Party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

IN WITNESS WHEREOF, the parties have set their hands this _____ day of _____ 2022.

DULUTH AIRPORT AUTHORITY

JONATHON AERO

Signature: _____

Signature: _____

Title: _____

Title: _____

Signature: _____

Title: _____

VII G

Duluth Airport Authority Balance Sheet End of Mar 2022

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$6,990,351.77
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$99,138.29
Accounts Receivable Billed	\$395,976.02
Allowance for Doubtful Accounts	(\$9,678.20)
Grants Receivable	\$9,391.33
Total Accounts Receivable	\$494,827.44
Other Current Asset	\$154,173.67
Total Current Assets	\$7,639,352.88
Fixed Assets	
Accumulated Depreciation	(\$142,013,979.58)
Capital Assets	\$254,982,333.49
Work in Progress	\$1,182,363.95
Total Fixed Assets	\$114,150,717.86
Other Assets	
Accumulated Amortization	(\$2,317,052.26)
Airport Planning Projects - Contributed	\$4,290,091.51
Airport Planning Projects - Invested	\$585,465.05
Deferred Outflows - OPEB	\$360,999.00
Deferred Outflows - Pension	\$673,135.00
Total Other Assets	\$3,592,638.30
Total ASSETS	\$125,382,709.04
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$147,772.46
Contracts Payable	\$71,145.00
Credit Cards Payable	(\$183.72)
Lottery Payable	\$5,524.08
Total Accounts Payable	\$224,257.82
Credit Card	\$5,854.06
Other Current Liability	
Accrued Interest	\$40,108.44
Accrued Sales Taxes Payable - All	\$906.22
Accrued Vacation	\$122,226.92
Deferred Inflows - OPEB Liabilities	\$116,014.00
Deferred Inflows - Pension	\$813,532.00
Loans Payable to City of Duluth	\$920,000.00
Unearned Revenue - Current	\$182,351.75
Unearned Revenue - Non Current	\$139,209.76
Total Other Current Liability	\$2,334,349.09
Total Current Liabilities	\$2,564,460.97
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$5,095,000.00
Net Pension Liability	\$883,984.00
Total Other Post Employment Benefit Liability	\$3,378,907.25
Total Long Term Liabilities	\$9,357,891.25
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$97,488,227.03
Net Income	(\$649,538.91)
Total Equity	\$113,460,356.82
Total Liabilities & Equity	\$125,382,709.04

Duluth Airport Authority
Income Statement
Jan 2022, Q1 2022, Feb 2022, Mar 2022

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$2,325.00
Concession Revenue	
ATM	(\$617.00)
Car Rental Concession	(\$29,791.61)
Food & Beverage Concession	(\$53,947.98)
Lottery Concessions	\$296.19
Parking	\$283,400.15
Per Passenger Fee	\$6,169.00
Services/Other	\$150.00
TNC Per Trip Fee	\$1,629.00
Vending	(\$5,443.49)
Total - Concession Revenue	\$201,844.26
Customer Facility Charges	\$41,204.00
Miscellaneous Revenues	\$12,576.70
Parking	\$77,416.67
Permits	\$5,878.31
Plowing Services	\$2,700.00
Reimbursed Expenses	\$28,522.58
Rent	\$57,454.24
Sponsorship Income	\$62,000.00
State Aid	(\$2,740.87)
Total - Non-Aeronautical Revenue	\$489,180.89
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$1,221.13
Concession Revenue	\$28,170.15
Landing Fees	\$7,201.32
Ramp Fees	\$4,649.04
Rent	\$302,392.08
Security Reimbursement	\$25,278.33
Tie Downs	\$450.00
Total - Non-Passenger Aeronautical Revenue	\$369,362.05
Passenger Airline Aeronautical Revenue	
Landing Fees	\$64,083.79
Terminal Office/Space Rental	\$232,614.05
Total - Passenger Airline Aeronautical Revenue	\$296,697.84
Total - Income	\$1,155,240.78
Gross Profit	\$1,155,240.78
Expense	
Miscellaneous Expenses	\$17,737.41
Personnel Compensation & Benefits	
Benefit Administration Fees	\$386.10
Employer Contributions for Retirement	\$46,899.03
Employer Paid Insurance	\$93,846.85
Retiree Benefits	\$26,683.30
Wages & Salaries	\$355,464.97
Total - Personnel Compensation & Benefits	\$523,280.25
Services and Charges	
Advertising	\$1,432.00
Communications & Technology	\$59,587.00
Employee Development Services	\$15,602.20
Employee Physicals	\$401.00
Marketing	\$25,560.37
Professional Services	\$69,858.71

Financial Row	Amount
Rentals	\$1,289.87
Repairs and Maintenance - Contractual/Services	\$108,615.88
Sponsorship Expenses	\$3,700.00
Transportation	\$85.40
Utility Services	\$183,078.60
Total - Services and Charges	\$469,211.03
Supplies	
Office Supplies	\$20,281.60
Operating Supplies	\$88,202.87
Repairs & Maintenance Supplies	\$68,208.36
Total - Supplies	\$176,692.83
Total - Expense	\$1,186,921.52
Net Ordinary Income	(\$31,680.74)
Other Income and Expenses	
Other Income	
Capital Contributions	
Contributed Capital	\$159,999.22
Grants	(\$890,250.59)
Total - Capital Contributions	(\$730,251.37)
Non-Operating Revenue	
Interest Income	\$7,758.06
Passenger Facility Charges	\$144,743.58
Total - Non-Operating Revenue	\$152,501.64
Total - Other Income	(\$577,749.73)
Other Expense	
Non-Operating Expense	
Interest Expense	\$40,108.44
Total - Non-Operating Expense	\$40,108.44
Total - Other Expense	\$40,108.44
Net Other Income	(\$617,858.17)
Net Income	(\$649,538.91)

Duluth Airport Authority
DAA Board Packet Budget vs. Actual Summary
Jan 2022, Q1 2022, Feb 2022, Mar 2022

UNAUDITED

Financial Row	Prior Year Actual (Jan 2021 - Mar 2021)	Current Year Actual (Jan 2022 - Mar 2022)	Budget Amount (Jan 2022 - Mar 2022)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2022 - Mar 2022)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	798,777	489,181	646,744	75.64%	(309,596)	(157,563)	2,907,180
Non-Passenger Aeronautical Revenue	354,081	369,362	361,467	102.18%	15,281	7,895	1,485,468
Passenger Airline Aeronautical Revenue	335,018	296,698	296,658	100.01%	(38,320)	40	1,236,318
Total - Income	1,487,876	1,155,241	1,304,869	88.53%	(332,635)	(149,628)	5,628,966
Gross Profit	1,487,876	1,155,241	1,304,869	88.53%	(332,635)	(149,628)	5,628,966
Expense							
Miscellaneous Expenses	9,713	17,737	8,120	218.43%	8,024	9,617	36,670
Personnel Compensation & Benefits	503,594	523,280	601,066	87.06%	19,686	(77,786)	2,639,812
Services and Charges	503,235	469,211	549,887	85.33%	(34,024)	(80,676)	2,127,207
Supplies	156,311	176,693	159,243	110.96%	20,382	17,450	674,195
Total - Expense	1,172,854	1,186,922	1,318,317	90.03%	14,068	(131,395)	5,477,884
Net Ordinary Income	315,022	(31,681)	(13,448)	235.58%	(346,703)	(18,233)	151,083
Other Income and Expenses							
Other Income	97,336	285,745	407,134	70.18%	188,409	(121,390)	1,675,674
Other Expense	62,161	40,108	71,378	56.19%	(22,053)	(31,270)	285,512
Net Other Income	35,175	245,636	335,756	73.16%	210,462	(90,120)	1,390,162
Net Income Exclusive of Project Expenses, Depreciation & Amortization	350,197	213,955	322,308	66.38%	(136,241)	(108,353)	1,541,244
Projects/Grants	(2,488,379)	(863,494)	2,943,429	-29.34%	1,624,884	(3,806,923)	11,773,715
Depreciation & Amortization	(2,791,358)	0	(2,775,701)	0.00%	2,791,358	2,775,701	(11,102,803)
Net Income	(4,929,540)	(649,539)	490,036	-132.55%	4,280,001	(1,139,575)	2,212,157

- The results of this report are expected to change slightly with audit adjustments as well as delayed revenue and expense postings.
- At this time the DAA is at a unfavorable variance budget vs actual of over \$108k.
- The largest variance from budget in operating revenues comes the concessions due to the application of the APRA concessionaire relief and CFC concessionaire relief, the total appears to be over \$136k under budget due to the credit. Non-passenger aeronautical revenue is about 7.9k over budget and passenger airline aeronautical revenue is nearly flat. We assumed SY enplaned passengers would be 17.86% of our total enplanements and for the month of March they were 22%.
- The largest variance from budget in expenses comes from personnel costs which are over 77k under budget. Services and charges are running under budget as well. Supplies are 17k over budget. Operating expenses are \$131k under budget.
- Non-operating income is under budget. ARPA Concessionaire Relief has been requested thus far, but no other COVID relief has been requested for 2021. PFCs came in over budget by nearly \$17k, while expenses are down \$20k from budget due to budgeted line of credit interest as well as the reduced interest due to the refinance last Fall for a total unfavorable variance vs budget of \$108k.
- If we were to exclude all concessionaire relief credits and reimbursements, as well as expected COVID relief requests, we would be at a positive variance of \$250k.
- **OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 5/11/22:**
 - Minimum Cash Balance Goal: \$2,437,853
 - Current Balance: \$5,361,817 - Exceeds goal
 - Days Cash on Hand: 396 days currently vs 180 day benchmark

Duluth Airport Authority
Duluth A/R Aging Report
As of May 10, 2022

Filters: Transaction Type (equal to Invoice, Payment, Credit Memo)

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	4/10/2022 -	3/11/2022 -	2/9/2022 -	BEFORE	TOTAL
							5/9/2022 (30)	4/9/2022 (60)	3/10/2022 (90)	2/9/2022 (>90)	
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Aeronautical Radio, Inc.	Invoice	5/2/2022	9662	6/1/2022	8	\$0.00	\$8.00	\$0.00	\$0.00	\$0.00	\$8.00
Bemidji Aviation	Invoice	4/30/2022	9718	5/30/2022	10	\$0.00	\$872.30	\$0.00	\$0.00	\$0.00	\$872.30
BKR Investments DBA Duluth Pack						\$0.00	\$225.00	\$225.00	\$0.00	\$0.00	\$450.00
Case, Ronald Jr.	Invoice	4/1/2022	9560	5/1/2022	39	\$0.00	\$0.00	\$51.00	\$0.00	\$0.00	\$51.00
Chad's Pad, LLC	Invoice	5/3/2022	9701	6/2/2022	7	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Chandler, Daniel	Invoice	4/1/2022	9567	5/1/2022	39	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Churchill, Sean	Invoice	5/2/2022	9680	6/1/2022	8	\$0.00	\$193.98	\$0.00	\$0.00	\$0.00	\$193.98
Cirrus Design Corporation						\$0.00	\$19,097.25	\$3,157.33	\$18,714.61	\$0.00	\$40,969.19
City of Duluth	Invoice	5/2/2022	9665	6/1/2022	8	\$0.00	\$1,668.72	\$0.00	\$0.00	\$0.00	\$1,668.72
Civil Air Patrol						\$0.00	\$124.03	\$0.00	\$0.00	\$0.00	\$124.03
Clobes, Nathan	Invoice	4/1/2022	9561	5/1/2022	39	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Compudyne	Invoice	5/2/2022	9666	6/1/2022	8	\$0.00	\$32.44	\$0.00	\$0.00	\$0.00	\$32.44
Dal Santo, Frances M	Invoice	5/2/2022	9679	6/1/2022	8	\$0.00	\$195.77	\$0.00	\$0.00	\$0.00	\$195.77
Delta Airlines						(\$5,644.48)	\$48,743.55	\$0.00	\$0.00	\$0.00	\$43,099.07
Divine Carriers						\$0.00	\$132.65	\$132.65	\$132.65	\$265.30	\$663.25
Duluth Flying Club	Invoice	4/4/2022	9569	5/4/2022	36	\$0.00	\$0.00	\$577.88	\$0.00	\$0.00	\$577.88
Duluth Hangar, LLC	Invoice	5/2/2022	9668	6/1/2022	8	\$0.00	\$765.35	\$0.00	\$0.00	\$0.00	\$765.35
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	54	\$0.00	\$0.00	\$9,678.20	\$0.00	\$0.00	\$9,678.20
Enterprise Leasing Company	Invoice	4/30/2022	9716	5/30/2022	10	\$0.00	\$29,452.90	\$0.00	\$0.00	\$0.00	\$29,452.90
Federal Express Corporation						\$0.00	\$315.00	\$2,120.00	\$0.00	\$1,520.00	\$3,955.00
General Services Administration	Invoice	5/2/2022	9660	6/1/2022	8	\$0.00	\$5,298.61	\$0.00	\$0.00	\$0.00	\$5,298.61
Goritchan Boris						\$0.00	\$0.00	\$0.00	\$0.00	\$879.00	\$879.00
Grimsbo, Gerald						\$0.00	\$0.00	\$153.00	\$0.00	\$153.00	\$306.00
GSSC	Invoice	3/2/2022	9431	4/1/2022	69	\$0.00	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00
Gunderson, Gregory	Invoice	1/11/2022	9132	2/10/2022	119	\$0.00	\$0.00	\$0.00	\$0.00	\$125.00	\$125.00
Hagberg, Rick	Invoice	5/2/2022	9678	6/1/2022	8	\$0.00	\$195.77	\$0.00	\$0.00	\$0.00	\$195.77
Hall John	Invoice	5/2/2022	9646	6/1/2022	8	\$0.00	\$298.32	\$0.00	\$0.00	\$0.00	\$298.32
Harris, Melissa	Invoice	4/1/2022	9563	5/1/2022	39	\$0.00	\$0.00	\$153.00	\$0.00	\$0.00	\$153.00
Hatfield, Dan	Invoice	5/2/2022	9682	6/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Hermantown Hydraulics						\$0.00	\$568.29	\$656.21	\$293.47	\$0.00	\$1,517.97
Hillman Colin	Invoice	5/2/2022	9688	6/1/2022	8	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Hydro Solutions, Inc.	Invoice	5/2/2022	9647	6/1/2022	8	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
Johnson, Josiah H	Invoice	5/2/2022	9658	6/1/2022	8	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Johnson, Richard						\$0.00	\$453.12	\$2.00	\$0.00	\$0.00	\$455.12
Johnston, Paul	Invoice	5/2/2022	9681	6/1/2022	8	\$0.00	\$193.98	\$0.00	\$0.00	\$0.00	\$193.98
Lake Superior Helicopters						\$0.00	\$1,845.13	\$0.00	\$0.00	\$0.00	\$1,845.13
Larsen, Shane						\$0.00	\$0.00	(\$447.96)	\$0.00	\$434.86	(\$13.10)

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	4/10/2022 - 5/9/2022 (30)	3/11/2022 - 4/9/2022 (60)	2/9/2022 - 3/10/2022 (90)	BEFORE 2/9/2022 (>90)	TOTAL
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Love Creamery						\$0.00	\$30.00	\$0.00	\$0.00	(\$30.00)	\$0.00
Marsden BLD Maint. DBA Crystal Clean of the North	Invoice	1/24/2022	9202	2/23/2022	106	\$0.00	\$0.00	\$0.00	\$0.00	\$96.00	\$96.00
Messerer Jon	Invoice	6/9/2021	8341	7/9/2021	335	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48	\$0.48
Minnesota Power						\$0.00	\$466.46	\$0.00	\$0.00	\$446.18	\$912.64
Monaco Air Duluth						\$0.00	\$4,034.36	\$2,073.86	\$0.00	\$0.00	\$6,108.22
Mountain Air Cargo						\$0.00	\$3,099.36	\$0.00	\$0.00	\$0.00	\$3,099.36
Northland Constructors, Inc.	Invoice	5/2/2022	9654	6/1/2022	8	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	Credit Memo	2/3/2022	278	2/3/2022	96	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,713.59)	(\$8,713.59)
On Site Enterprises, Inc	Credit Memo	2/3/2022	279	2/3/2022	96	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,834.12)	(\$4,834.12)
Opack Matthew Jr.						\$0.00	\$198.50	\$202.81	\$0.00	\$0.00	\$401.31
Palmer, John	Invoice	5/2/2022	9687	6/1/2022	8	\$0.00	\$198.50	\$0.00	\$0.00	\$0.00	\$198.50
Parsons Electric						\$0.00	\$125.00	\$65.00	\$0.00	\$0.00	\$190.00
Parthe, Lance						\$0.00	\$257.35	\$264.64	\$0.00	\$0.00	\$521.99
Paulson, Jason						\$0.00	\$0.00	\$153.00	\$0.00	\$102.00	\$255.00
Payne, Robert	Invoice	5/2/2022	9671	6/1/2022	8	\$0.00	\$257.35	\$0.00	\$0.00	\$0.00	\$257.35
QMS, INC.						\$0.00	\$619.10	\$0.00	\$0.00	\$0.00	\$619.10
Rasier, LLC	Payment	5/9/2022	8558	5/9/2022	1	\$0.00	(\$520.50)	\$0.00	\$0.00	\$0.00	(\$520.50)
Rathbun, David	Invoice	5/2/2022	9683	6/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	995	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
RS&H	Invoice	5/2/2022	9669	6/1/2022	8	\$0.00	\$2,177.05	\$0.00	\$0.00	\$0.00	\$2,177.05
Safstrom Jon	Payment	2/1/2022	8194	2/1/2022	98	\$0.00	\$0.00	\$0.00	\$0.00	(\$153.00)	(\$153.00)
Salter 11X	Invoice	5/3/2022	9702	6/2/2022	7	\$0.00	\$2,005.08	\$0.00	\$0.00	\$0.00	\$2,005.08
Shelter Dog Inc.						\$0.00	\$0.00	(\$54.00)	\$0.00	(\$575.50)	(\$629.50)
Stevens, Mike	Invoice	5/2/2022	9684	6/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Sydow Dan						\$0.00	\$257.35	\$264.64	\$0.00	\$0.00	\$521.99
The Landline Company						\$0.00	\$3,742.14	\$0.00	\$0.00	\$0.00	\$3,742.14
Transportation Security Administration						\$0.00	\$8,878.17	\$0.00	\$0.00	\$0.00	\$8,878.17
unifi						\$0.00	\$800.00	\$300.00	\$2,260.00	\$0.00	\$3,360.00
United Parcel Service						\$0.00	\$65.00	\$65.00	\$0.00	\$0.00	\$130.00
Urban Electric	Invoice	2/9/2022	9323	3/11/2022	90	\$0.00	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00
Weeks, Christopher G	Invoice	1/24/2022	9227	2/23/2022	106	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00	\$12.00
Werpy, Jonas	Invoice	5/2/2022	9677	6/1/2022	8	\$0.00	\$195.77	\$0.00	\$0.00	\$0.00	\$195.77
Wicklein, John						\$0.00	\$0.00	\$153.00	\$0.00	\$306.00	\$459.00
Williams, Ron	Invoice	5/2/2022	9685	6/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Total						(\$5,644.48)	\$144,204.69	\$20,252.26	\$21,700.73	(\$10,041.39)	\$170,471.81

VII I

DULUTH AIRLINE STATISTICS ALL SCHEDULED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	ORIG	% DIFF	TOTAL	% DIFF
JAN	12,946	5,183	9,558	11,437	4,677	8,809	24,383	9,860	18,367	4,375	84.41	8,507	86.28
FEB	12,774	5,182	10,312	12,337	5,041	9,590	25,111	10,223	19,902	5,130	99.00	9,679	94.68
MAR	7,703	7,169	12,680	8,842	6,544	12,250	16,545	13,713	24,930	5,511	76.87	11,217	81.80
APR	577	6,758	12,059	666	7,055	12,950	1,243	13,813	25,009	5,301	78.44	11,196	81.05
MAY	849	9,519		638	10,262		1,487	19,781	-				
JUN	1,494	9,403		1,526	9,598		3,020	19,001	-				
JUL	3,121	11,778		3,327	11,791		6,448	23,569	-				
AUG	5,727	12,727		5,754	12,128		11,481	24,855	-				
SEP	5,664	11,820		5,666	11,207		11,330	23,027	-				
OCT	5,652	11,285		5,059	10,305		10,711	21,590	-				
NOV	4,418	9,070		4,349	8,965		8,767	18,035	-				
DEC	4,449	10,575		4,533	10,587		8,982	21,162	-				
TOTAL	65,374	110,469	44,609	64,134	108,160	43,599	129,508	218,629	88,208	20,317	84.68	40,599	85.95

TOTALS WITH CHARTER INCLUDED

Month	Enplanements			Deplanements			Total
	2019	2020	2022	2020	2021	2022	
JAN	9,876	13,252	9,735	11,743	4,677	8,986	18,721
FEB	8,663	12,950	10,312	12,513	5,073	9,590	19,902
MAR	12,818	7,703	12,856	8,842	6,579	12,427	25,283
APR	11,666	577	12,059	666	7,055	12,950	25,009
MAY	12,687	849	-	638	10,262	-	-
JUN	14,895	1,494	-	1,526	9,598	-	-
JUL	16,390	3,121	-	3,327	11,791	-	-
AUG	16,982	5,727	-	5,754	12,128	-	-
SEP	15,400	5,664	-	5,666	11,207	-	-
OCT	15,224	5,823	-	5,230	10,478	-	-
NOV	12,761	4,508	-	4,439	8,965	-	-
DEC	12,850	4,449	-	4,533	10,767	-	-
Total	160,212	66,117	44,962	64,877	108,580	43,953	88,915

DULUTH AIRLINE STATISTICS DELTA AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	ORIG	%DIFF	TOTAL	%DIFF
JAN	6,698	3,814	5,461	6,026	3,629	4,845	12,724	7,443	10,306	1,647	43.18	2,863	38.47
FEB	6,401	3,916	5,996	6,244	3,890	5,612	12,645	7,806	11,608	2,080	53.12	3,802	48.71
MAR	3,973	4,668	6,877	4,777	4,379	6,545	8,750	9,047	13,422	2,209	47.32	4,375	48.36
APR	331	4,045	6,918	438	4,396	6,984	769	8,441	13,902	2,873	71.03	5,461	64.70
MAY	374	7,106		377	7,573		751	14,679	-				
JUN	685	6,589		680	6,828		1,365	13,417	-				
JUL	2,122	6,788		2,277	6,823		4,399	13,611	-				
AUG	3,487	7,484		3,595	7,281		7,082	14,765	-				
SEP	3,941	7,608		3,908	7,159		7,849	14,767	-				
OCT	3,576	7,483		3,411	6,721		6,987	14,204	-				
NOV	3,000	7,746		2,985	7,613		5,985	15,359	-				
DEC	3,029	6,588		3,131	6,610		6,160	13,198	-				
TOTAL	37,617	73,835	25,252	37,849	72,902	23,986	75,466	146,737	49,238	8,809	53.66	16,501	50.06

2022 Month	Non Rev	Revenue	2022 Non Rev	Revenue	Total
JAN	141	5,320	157	4,688	10,306
FEB	161	5,835	159	5,453	11,608
MAR	180	6,697	194	6,351	13,422
APR	211	6,707	222	6,762	13,902
MAY					-
JUN					-
JUL					-
AUG					-
SEP					-
OCT					-
NOV					-
DEC					-
Total	693	24,559	732	23,254	49,238

DULUTH AIRLINE STATISTICS

UNITED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	ORIG	%DIFF	TOTAL	%DIFF
JAN	4,031	1,369	2,234	3,300	1,048	2,079	7,331	2,417	4,313	865	63.18	1,896	78.44
FEB	3,850	1,266	2,179	3,678	1,151	2,114	7,528	2,417	4,293	913	72.12	1,876	77.62
MAR	2,168	2,501	2,903	2,351	2,165	2,763	4,519	4,666	5,666	402	16.07	1,000	21.43
APR	122	2,713	3,126	128	2,659	3,066	250	5,372	6,192	413	15.22	820	15.26
MAY	475	2,413		261	2,689		736	5,102	-				
JUN	809	2,814		846	2,770		1,655	5,584	-				
JUL	999	4,990		1,050	4,968		2,049	9,958	-				
AUG	2,240	5,243		2,159	4,847		4,399	10,090	-				
SEP	1,723	4,212		1,758	4,048		3,481	8,260	-				
OCT	2,076	3,802		1,648	3,584		3,724	7,386	-				
NOV	1,418	1,324		1,364	1,352		2,782	2,676	-				
DEC	1,420	2,635		1,402	2,812		2,822	5,447	-				
TOTAL	21,331	35,282	10,442	19,945	34,093	10,022	41,276	69,375	20,464	2,593	41.65	5,592	48.19

Month	2022		2022		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN	56	2,178	57	2,022	4,313
FEB	93	2,086	89	2,025	4,293
MAR	71	2,832	69	2,694	5,666
APR	143	2,983	118	2,948	6,192
MAY					
JUN					
JUL					
AUG					
SEP					
OCT					
NOV					
DEC					
Total	363	10,079	333	9,689	20,464

DULUTH AIRLINE STATISTICS SUN COUNTRY AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	ORIG	%DIFF	TOTAL	%DIFF
JAN			1,863			1,885		-	3,748	1,863	-	3,748	-
FEB			2,137			1,864		-	4,001	2,137	-	4,001	-
MAR			2,900			2,942		-	5,842	2,900	-	5,842	-
APR			2,015			2,900		-	4,915	2,015	-	4,915	-
MAY													
JUN													
JUL													
AUG													
SEP													
OCT													
NOV													
DEC		1,352			1,165			2,517	-		-		-
TOTAL	-	1,352	8,915		1,165	9,591	-	2,517	18,506	8,915	-	18,506	-

Month	2022		2022		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN	3	1,860	20	1,865	3,748
FEB	7	2,130	6	1,858	4,001
MAR	8	2,892	10	2,932	5,842
APR	23	1,992	15	2,885	4,915
MAY					-
JUN					-
JUL					-
AUG					-
SEP					-
OCT					-
NOV					-
DEC					-
Total	41	8,874	51	9,540	18,506

DULUTH AIRLINE STATISTICS CHARTERS

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	ORIG	% DIFF	TOTAL	% DIFF
JAN	306	-	177	306	-	177	612	-	354	177	100.00	354	100.00
FEB	176	32	-	176	32	-	352	64	-	(32)	(100.00)	(64)	(100.00)
MAR	-	35	176	-	35	177	-	70	353	141	402.86	283	404.29
APR	-	-	-	-	-	-	-	-	-	-	-	-	-
MAY	-	-	-	-	-	-	-	-	-	-	-	-	-
JUN	-	-	-	-	-	-	-	-	-	-	-	-	-
JUL	-	-	-	-	-	-	-	-	-	-	-	-	-
AUG	-	-	-	-	-	-	-	-	-	-	-	-	-
SEP	-	-	-	-	-	-	-	-	-	-	-	-	-
OCT	171	213	-	171	173	-	342	386	-	-	-	-	-
NOV	90	250	-	90	-	-	180	250	-	-	-	-	-
DEC	-	-	-	-	180	-	-	180	-	-	-	-	-
TOTAL	743	530	353	743	420	354	1,486	950	707	286	100.71	573	101.07

Month	2022						Total
	Endeavor	SUN CO.	JET BLUE	VISION	Hillwood	Allegiant	
JAN		354					354
FEB		-					-
MAR		353					353
APR							-
MAY							-
JUN							-
JUL							-
AUG							-
SEP							-
OCT							-
NOV							-
DEC							-
Total	-	707		-	-	-	707

DLH Throughput->Monthly by Day

Date	Metrics	Total Customer Throughput	Non-PreCheck Throughput	% Non-PreCheck Throughput	PreCheck Throughput	% PreCheck Throughput
4/1/2022		677	487	71.9%	190	28.1%
4/2/2022		240	183	76.3%	57	23.8%
4/3/2022		334	250	74.9%	84	25.1%
4/4/2022		509	363	71.3%	146	28.7%
4/5/2022		388	304	78.4%	84	21.6%
4/6/2022		353	269	76.2%	84	23.8%
4/7/2022		345	261	75.7%	84	24.3%
4/8/2022		618	531	85.9%	87	14.1%
4/9/2022		265	198	74.7%	67	25.3%
4/10/2022		308	212	68.8%	96	31.2%
4/11/2022		584	468	80.1%	116	19.9%
4/12/2022		388	302	77.8%	86	22.2%
4/13/2022		402	307	76.4%	95	23.6%
4/14/2022		388	292	75.3%	96	24.7%
4/15/2022		755	595	78.8%	160	21.2%
4/16/2022		396	316	79.8%	80	20.2%
4/17/2022		369	282	76.4%	87	23.6%
4/18/2022		544	402	73.9%	142	26.1%
4/19/2022		419	327	78.0%	92	22.0%
4/20/2022		386	287	74.4%	99	25.6%
4/21/2022		392	312	79.6%	80	20.4%
4/22/2022		537	415	77.3%	122	22.7%
4/23/2022		342	256	74.9%	86	25.1%
4/24/2022		329	239	72.6%	90	27.4%
4/25/2022		443	319	72.0%	124	28.0%
4/26/2022		401	315	78.6%	86	21.4%
4/27/2022		365	279	76.4%	86	23.6%
4/28/2022		391	291	74.4%	100	25.6%
4/29/2022		368	257	69.8%	111	30.2%
4/30/2022		339	269	79.4%	70	20.6%
Total		12,575	9,588	76.2%	2,987	23.8%

DLH Cargo Stats

Mountain Air Cargo / Fed Ex			Bemidji Air UPS			Combined Total		Combined Total		Difference	
2022			2022			2022		2021		Increase/(Decrease)	
Month	Freight In	Freight Out	Month	Freight In	Freight Out	Freight In	Freight Out	Freight In	Freight Out	Freight In	Freight Out
January	91,277	38,751	January	33,489	22,036	124,766	60,787	117,686	63,453	7,080	(2,666)
February	98,869	38,020	February	33,435	21,627	132,304	59,647	104,107	60,026	28,197	(379)
March	88,368	50,917	March	34,866	23,148	123,234	74,065	150,825	71,421	(27,591)	2,644
April	91,715	56,519	April	40,051	19,696	131,766	76,215	165,012	84,519	(33,246)	(8,304)
May			May					170,644	72,673		
June			June					167,254	82,290		
July			July					172,320	83,694		
August			August					159,230	82,627		
September			September					172,721	88,249		
October			October					154,556	94,143		
November			November					138,863	87,836		
December			December					173,710	74,203		
<u>370,229</u> <u>184,207</u>			<u>141,841</u> <u>86,507</u>			<u>512,070</u> <u>270,714</u>		<u>1,846,928</u> <u>945,134</u>		<u>(25,560)</u> <u>(8,705)</u>	

2022 Landline Passengers

	Arrivals			Departures			2021 Grand		
	Revenue	Non-Rev	Total	Revenue	Non-Rev	Total	Grand Total	Total	Inc /Dec
January	774	62	836	912	56	968	1804	501	1303
February	904	44	948	1195	46	1241	2189	391	1798
March	1123	47	1170	1261	43	1304	2474	447	2027
April	1351	47	1398	1263	46	1309	2707	636	2071
May			0			0	0	1193	
June			0			0	0	1981	
July			0			0	0	2550	
August			0			0	0	2317	
September			0			0	0	1448	
October			0			0	0	1885	
November			0			0	0	2059	
December			0			0	0	2423	
	4152	200	4352	4631	191	4822	9174	17831	7199