



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: May 17, 2022

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

DIRECTORS PRESENT: Craig Fellman
Kim Maki
Todd Fedora
Elissa Hansen
Kevin O'Brien
Dan Markham

DIRECTORS PARTICIPATING ELECTRONICS
MEANS: Jeff Anderson

OTHERS PRESENT: Tom Werner, Executive Director
Mary Ann Wittkop, Recording Secretary
Jana Kayser, Business Development Manager
Joelle Bodin, Finance & Administration Director
Kathy Leon, Confidential Bookkeeper
Kaci Nowicki, SEH
Shawn McMahon, SEH
Scott Sannes, SEH
Mike Magni, Monaco Air

OTHERS PARTICIPATING VIA ELECTRONICS
MEANS: Mark Papko, Director of Operations
Steve Hanke, Assistant City Attorney
Don Monaco, Monaco Air
Alison Andrashko, SEH

President Fellman welcomed everyone to the DAA May board meeting and called it to order at 8:00 a.m. He performed roll call -- Dir. Fedora, Dir. Markham, Dir. Maki, Dir. Hansen and Dir. O'Brien present; Dir. Anderson will be participating virtually. He introduced and expressed his appreciation to the newest Board member Dir. Dan Markham, Kraus-Anderson, his expertise and leadership will be a great addition. He invited Mr. Tom Werner to update on the Executive Director's review:

- Air Service: Mr. Werner presented the airport air service update – continuing positive trend, reviewed April total passengers, airline load factors, seats and fare comparisons; spoke on the pilot shortage, Essential Air service (EAS) communities, national and local air service news. Will be attending the JumpStart air service development conference the second week in June, great opportunity to meet with different airlines.
- Planning, Operations, and Maintenance:
 - Ms. Kaci Nowicki, SEH, briefed on the Part 150 noise study and Master plan update; she spoke on the Sky Harbor building area master plan, reviewing recommendations, alternatives,

and timeline. Questions followed; Mr. Mark Papko, Director of Operations, detailed further. He overviewed the terminal study, Alpha Taxiway phase 1 preconstruction meeting, air show dates July 16th and 17th with the Air Force Thunderbirds as the main act. He updated on the Hangar 101 emergency authorization; EA process will be completed after the demolition, Mr. Werner detailed further. Mr. Papko explained the organizational restructuring plans for a new airport facilities and landside position.

- Sky Harbor -- Mr. Papko spoke on the competitive grants for airport terminal development projects, submitted a grant application to potentially replace the first hangar terminal building.

Dir. Anderson joined the meeting virtually 8:44 a.m.

- Business/Property Development: Ms. Jana Kayser, Business Development Manager, announced Landrum and Brown has been selected for the airline use and lease agreement consulting RFQ, currently negotiating contract. Spoke on the construction management RFQ, explained process and timeline. Questions followed.
- Financial: Ms. Joelle Bodin, Finance & Administration Director, reviewed her transition plan for maternity leave, June through September. Audit is complete and have received draft, no findings; explained process and timeline. Presented the first quarter financial review, highlighting revenues, expenses, non-operating income, COVID relief grant summary and minimum cash balance policy. Questions followed.
- Marketing/Communications: Mr. Werner briefed on the consumer survey for airline passengers, should have a report to update next month.
- Legislative: Mr. Werner spoke on the airport property tax legislation; it is in the omnibus tax bills for both chambers. 148th Fighter Wing aircraft shelter legislation, letters for support have been sent to the House Capital Investment Committee. Spoke on Customs and Border Protection (CBP) proposed changes to our Title 19,122 status as an International Airport, could restrict hours of their service; DAA and Monaco Air have met with CBP and congressional delegation about concerns. Mr. Mike Magni, Monaco Air Duluth detailed further on the general aviation side, questions followed.
- Presentations/Tours/Travel: Mr. Werner and Ms. Kayser attended the AAAE Economic Development Conference, very well attended and informative conference.
- Other: Mr. Werner updated on last month's resolution for the exception to the board residency policy, Mayor Larson reviewed and recommended two at large; Assistant City Attorney Steve Hanke informed the Board that the City Council has approved this. Mr. Werner urged Board members to make sure qualified candidates are aware as there will be two open board positions at the end of June. Questions followed.

Dir. Anderson left the meeting 9:05 a.m.

Pres. Fellman thanked everyone for their reviews; questions and discussion followed on several executive review items. Dir. Hansen moved to approve the April 19, 2022 meeting minutes and consent items. Dir. Maki seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Operating cash disbursement sheets #13, #14, and #15, 2022; operating ACH payment registers #13, #14, and #15, 2022; construction fund disbursement sheets #5, 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 proposed restrictions to the Duluth International Airport's Title 19, Part 122 status.

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).

Aviation news: April 2022 Minnesota Flyer article "Airport of the Month – Duluth International "Runway Project Features Three-Phase Construction Plan".

E-Mail from Monaco Air Foundation with summary of April 2022 activities.

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.

DAA handout for construction badging.

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

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

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Papko overviewed and detailed the Capital Improvement Plan (CIP) for DLH and Sky Harbor Airport (DYT) projects. Questions followed. Pres. Fellman introduced the following resolution:

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.

Dir. Fedora moved to approve the resolution for the 2022 Capital Improvement Plan for the Duluth International Airport (DLH) and the Sky Harbor Airport (DYT). Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Papko reviewed the construction administration for the Taxiway A Phase 4 design. Dir. O'Brien moved to approve the resolution for the Work Order 2022–5 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Taxiway A – Phase 4 design. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Mr. Papko spoke on the work order for the construction administration for the Hangar 101 demolition. Dir. Maki moved to approve the resolution for Work Order 2022 - 7 between Duluth Airport Authority and Short Elliot Hendrickson, Inc. for Hangar 101 demolition construction administration. Dir. Markham seconded. Roll call – all ayes. Motion carried.

Mr. Papko explained the bids were opened yesterday afternoon and reviewed the updated resolution to award the contract for the Hangar 101 demolition. Questions followed. Dir. Fedora moved to award the construction contract for the Hangar 101 demolition project to Rachel Contracting for \$388,236.00. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Mr. Werner reviewed the air service marketing grant and recommended approval. Dir. O'Brien moved 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. Dir. Hansen seconded. Roll call – all ayes. Motion carried.

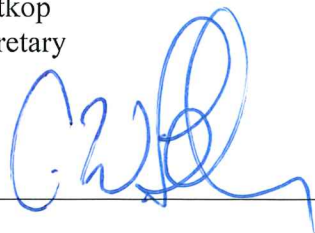
Ms. Kayser explained the annual float storage lease. Dir. Maki moved to approve the resolution for the Sky Harbor Airport Float Storage Land Lease Agreement Between the Duluth Airport Authority and Jonathon Aero. Questions followed. Dir. Hansen seconded. Roll call -- all ayes. Motion carried.

Dir. Maki moved to adjourn the meeting; Pres. Fellman seconded and adjourned the May 17th DAA board meeting at 9:31 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED: _____



DATE: _____

6-21-22