



DULUTH INTERNATIONAL AIRPORT

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MINUTES OF THE MEETING

DATE: June 21, 2022

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

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

DIRECTORS PARTICIPATING ELECTRONICS MEANS:

OTHERS PRESENT: Mark Papko, Director of Operations
Mary Ann Wittkop, Recording Secretary
Jana Kayser, Business Development Manager
Natalie Peterson, Director of Communications & Marketing
Brandon Conklin, Airport Management Intern
Kaci Nowicki, SEH
Shawn McMahan, SEH
Scott Sannes, SEH
Adinda Van Espen, SEH
Mike Magni, Monaco Air
Eric Monson, Lake Superior Helicopters

OTHERS PARTICIPATING VIA ELECTRONICS MEANS:

Steve Hanke, Assistant City Attorney
Kathy Leon, Confidential Bookkeeper
Matthew Stewart, SEH

President Fellman welcomed everyone to the DAA June board meeting and called it to order at 8:00 a.m. He noted that Mr. Steve Hanke, Assistant City Attorney, was attending virtually and Mr. Mark Papko, Director of Operations, will be the acting Executive Director. He invited Mr. Papko to update on the Executive Director's review:

- Air Service: Mr. Papko mentioned with Mr. Werner Executive Director absent, a formal air service update would be presented upon his return. He noted Sun Country's seasonal return to Fort Myers and Phoenix and the airline pilot shortages and cancellations. He announced Ms. Joelle Bodin, Finance and Administration Director, welcomed a new baby girl on Sunday and introduced Mr. Brandon Conklin, as the new airport management intern.
- Planning, Operations, and Maintenance:

- Mr. Papko updated on the Hangar 101 demolition, Taxiway A phase 1, DLH triennial emergency exercise, annual FAA Part 139 inspection and parking technology system upgrade RFP. Questions and discussion followed.
- Business/Property Development: Ms. Jana Kayser, Business Development Manager, continuing the process of evaluating companies for the construction management; have two interviews tomorrow.
- Marketing/Communications: Ms. Natalie Peterson, Director of Communications & Marketing, detailed on the main takeaways and key insights of the 2022 consumer survey. DAA is hosting an annual employee luncheon thanking terminal workers for all that they do.
- Legislative: Mr. Papko and Dir. Anderson spoke on Senator Smith's infrastructure forum held at the airport last Friday; great attendance by community and good conversation.
- Presentations/Tours/Travel: Mr. Werner attended the annual Jumpstart conference in Reno -- will update on his return.
- Other: Mr. Papko mentioned the Air Show is the weekend of the 16th and invited board members to the SRE potluck luncheon on Saturday. Mr. Papko explained this was President Fellman and Dir. Fedora last meeting as their tenures were complete; he presented each with an appreciation plaque for their service on this board. They expressed their appreciation for being a part of this board through the challenges and successes.

Pres. Fellman thanked everyone for their reviews; questions and discussion followed on several executive review items. Dir. O'Brien moved to approve the May 17, 2022 meeting minutes and consent items. Dir. Maki seconded. Roll call, all ayes, motion carried.

CONSENT ITEMS

Operating cash disbursement sheets #16, #17, #18 and #19, 2022; operating ACH payment registers #16, #17, #18 and #19, 2022; construction fund disbursement sheet #6, 2022.

Official notification letter from DAA to airport tenants and businesses regarding restriction of access to Stebner Road during the July 16, 17 Air Show.

Aviation news: Hermantown Star article "Council Approves Airport Zoning"; DAA news release "Duluth International Airport to Hold Triennial Full-Scale Airport Emergency Exercise", WDIO "DLH Simulates Full-Scale Emergency Exercise", FOX 21 "Duluth International Airport Conducts Large-Scale Disaster Exercise", KBJR 6 "Duluth International Airport Hold Emergency Preparedness Drill", Military.com "Exercise Makes Top 25 Military Photos of the Week"; WDIO news "Flights from Duluth to Ft. Meyers and Phoenix to Return in December"; Wall Street Journal "Want to Fly This Summer? Good Luck Traveling to a Small City."

May 2022 and June 2022 tenant and airfield user notice; June 2022 Duluth International Airport summer construction newsletter.

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

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

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

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Peterson reviewed the new advertiser lease and location, she recommended approval. Dir. Anderson moved to approve the license agreement for the display of advertising between the Duluth Airport Authority and Twin Ports Dermatology. Dir. Hansen seconded. Questions followed. Roll call – all ayes. Motion carried.

Ms. Kayser summarized the master services agreement and recommended approval. Dir. Maki moved to approve the resolution for the professional services master services agreement between the Duluth Airport Authority and Landrum & Brown. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the amendment for the lease of Building #305 and recommended approval. Questions followed. Dir. O'Brien moved to approve the resolution for the third amendment to the lease agreement for Building #305 between the Duluth Airport Authority and Hydrosolutions of Duluth, Inc. Dir. Markham seconded. Roll call – all ayes. Motion carried.

Ms. Kayser reviewed the amendment for the office lease allowing expanded space and recommended approval. Questions followed. Dir. Markham moved to approve the resolution for the first amendment to operator agreement and office space lease agreement by and between the Duluth Airport Authority and Lake Superior Helicopters. Dir. O'Brien seconded. Roll call – all ayes. Motion carried.

Ms. Kayser spoke on the early termination for the land lease agreement. Dir. Hansen moved to approve the resolution for an early termination of the Sky Harbor Airport Hangar #5 land lease agreement between the Duluth Airport Authority and Lake Country Air, LLC. Dir. Maki seconded. Roll call – all ayes. Motion carried.

Ms. Kayser overviewed the new hangar land lease and recommended approval. Dir. Fedora moved to approve the resolution for the Sky Harbor Airport Hangar #5 land lease agreement between the Duluth Airport Authority and Kris Karsell. Dir. Anderson seconded. Roll call – all ayes. Motion carried.

Ms. Kayser explained the reason for early termination of a land lease agreement. Questions and discussion followed. Dir. Hansen moved to approve the resolution for an early termination of the Sky Harbor Airport Hangar #8 land lease agreement between the Duluth Airport Authority and Salter 11X LLC. Dir. Fedora seconded. Roll call – all ayes. Motion carried.

Ms. Kayser outlined the annual concession agreement. Dir. Maki moved to approve the resolution for the retailer concession contract and addendum between the Duluth Airport Authority and Minnesota State Lottery. Dir. Markham seconded. Roll call – all ayes. Motion carried.

Mr. Papko reviewed and detailed on the work order for the design for a snow removal equipment building. Questions followed. Dir. O'Brien moved to approve the resolution for Work Order 2022 – 6 between Duluth Airport Authority and Short Elliot Hendrickson, Inc. for design of a snow removal equipment building at Sky Harbor Airport. Dir. Fedora seconded. Roll call – Dir. Anderson abstained, the rest ayes. Motion carried.

Mr. Papko overviewed the Taxiway phases. Dir. Maki commended the staff for taking advantage of these opportunities. Dir. Markham moved to approve the resolution for Work Order 2022 – 9 between Duluth Airport Authority and Short Elliot Hendrickson, Inc. for construction administration of Taxiway A Phase 2 and Phase 4. Dir. O'Brien seconded. Roll call – Dir. Anderson abstained, the rest ayes. Motion carried.

President Fellman spoke on the slate of officers. The Executive Committee recommends -- Dir. Maki, President, Dir. O'Brien Vice President, and Dir. Anderson as Secretary. Dir. Markham moved to approve the slate of officers as recommended. Dir. Hansen seconded. Motion carried.

Pres. Fellman conveyed his final thank you and best wishes for the continued growth in aviation; he adjourned the June 21st DAA board meeting at 9:06 a.m.

Respectfully submitted,

Mary Ann Wittkop
Recording Secretary

APPROVED:  DATE: 7/19/22