



# DULUTH AIRPORT AUTHORITY

## DULUTH AIRPORT AUTHORITY SPECIAL MEETING AGENDA JULY 19, 2022

### HANGAR 1 SKY HARBOR AIRPORT

Click below to access meeting by Microsoft Teams:

<https://duluthairport.com/wp-content/uploads/2022/07/7-DAA-July-Notice.pdf>

#### **I \*EXECUTIVE DIRECTORS REVIEW**

Information Letter to DAA Directors.

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

A. Approval of June 21, 2022 Meeting Minutes.

#### **III \*DAA CASH DISBURSEMENTS**

A. Operating Cash Disbursement Sheets #20, #21, #22 and #23, 2022; Operating ACH Payment Registers #16, #17, #18 and #19, 2022 ; Construction Fund Disbursement Sheet #7, 2022; Construction ACH Fund Disbursement Sheet #2, 2022.

#### **IV \*CORRESPONDENCE**

- A. Aviation News: June 22, 2022 The Point Guys Article “How Removing Seats from Aircraft Will Help A Top Regional Carrier Cope With The Pilot Shortage”.
- B. July 1, 2022, E-Mail from Monaco Air Foundation with Summary of June 2022 Activities.
- C. June 17, June 24, July 1 and July 8, 2022 Duluth International Airport Summer Construction Newsletter.
- D. Rally for Air Service Information.
- E. 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 Purchase of GMC 3500 Sierra Between the Duluth Airport Authority and Kolar Chevrolet.
- B. Resolution to Approve Purchase of a Runway De-Ice Trailer Between the Duluth Airport Authority and Tyler De-Ice.
- C. Resolution to Approve Work Order 2022-8 for the Design of Taxiway A – Phase 3 Between the Duluth Airport Authority and Short Elliot Hendrickson, Inc.
- D. \*May 2022 Financial Reports.
- E. \*June 2022 Accounts Receivables.
- F. \*June 2022 Airline, TSA, Cargo and 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**

Closer to everywhere.

**DATE:** July 19, 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
  - NSR
- Construction
  - Hangar 101 Demolition Update
  - Runway 3/21 Lighting and Signage Update
  - A Taxiway Phase 1 Construction Update
- Operations and Maintenance
  - Parking Technology System Upgrade RFP
- Sky Harbor
  - Building Area Master Plan Update
  - Presentation by Ken Timm, Sky Harbor Manager
    - Impact of Business at Sky Harbor

**BUSINESS/PROPERTY DEVELOPMENT**

- Construction Management RFQ

**FINANCIAL UPDATE**

- NSR

**MARKETING/COMMUNICATIONS**

- Consumer Survey



**DULUTH INTERNATIONAL AIRPORT**

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**LEGISLATIVE UPDATE**

- Rally for Air Service Coalition

**PRESENTATIONS/TOURS/TRAVEL RECAP**

- NSR

**OTHER**

- NSR

Submitted by,

Tom Werner, C.M.  
Executive Director





# DULUTH INTERNATIONAL AIRPORT

Travel Globally. Fly Locally.

**DRAFT**

## 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 McMahon, 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 16<sup>th</sup> 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: 11 JUL 22

# III

## Duluth Airport Authority DAA Operating Check Register #20-2022 June 14, 2022 - June 16, 2022

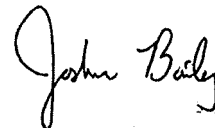
### Document Number From 11300 To 11307

Document Number	Date	Transaction Type	Payee	Amount
11300	6/14/2022	BILLPMT	Airport Signs & Graphics	\$655.00
11301	6/16/2022	BILLPMT	Benson Electric Company	\$289.17
11302	6/16/2022	BILLPMT	Duluth Lawn & Sport	\$187.95
11303	6/16/2022	BILLPMT	Lift Pro	\$62.56
11304	6/16/2022	BILLPMT	Lumacurve Airfield Signs	\$1,130.24
11305	6/16/2022	BILLPMT	MediaUSA Advertising	\$1,615.00
11306	6/16/2022	BILLPMT	Menards - West Duluth	\$30.85
11307	6/16/2022	BILLPMT	SCS Interiors	\$1,752.75
Total				<u>\$5,723.52</u>



Airport Director

Airport Authority



City Treasury

Duluth Airport Authority  
DAA Operating Check Register #21-2022  
22-Jun-22

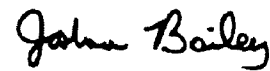
Document Number 11308

Document Number	Date	Transaction Type	Payee	Amount
11308	6/22/2022	BILLPMT	Kolar	\$109,305.00
Total				<u>\$109,305.00</u>



Airport Director

Airport Authority



City Treasury

**Duluth Airport Authority**  
**DAA Operating Check Register #22-2022**  
**July 1, 2022**

**Document Number From 11316 to 11340**

Document Number	Date	Transaction Type	Payee	Amount
11316	7/1/2022	BILLPMT	Airport Signs & Graphics	\$160.00
11317	7/1/2022	BILLPMT	Bear's Heavy Duty	\$2,775.26
11318	7/1/2022	BILLPMT	Century Link	\$144.00
11319	7/1/2022	CHK	Citi Cards	\$7,697.72
11320	7/1/2022	BILLPMT	City Of Duluth Comfort Systems	\$14,251.46
11321	7/1/2022	BILLPMT	Cummins NPower	\$1,581.20
11322	7/1/2022	BILLPMT	Curtis Oil & Propane	\$80.00
11323	7/1/2022	BILLPMT	Dalco	\$1,388.91
11324	7/1/2022	BILLPMT	iFIDS.com Inc.	\$125.00
11325	7/1/2022	BILLPMT	Innovative Office Solutions, LLC	\$97.49
11326	7/1/2022	BILLPMT	Menards - Superior	\$399.92
11327	7/1/2022	BILLPMT	Menards - West Duluth	\$31.80
11328	7/1/2022	BILLPMT	Minnesota Petroleum Service	\$746.76
11329	7/1/2022	BILLPMT	Minnesota Pollution Control Agency	\$440.00
11330	7/1/2022	BILLPMT	NAPA Auto Parts	\$2,190.69
11331	7/1/2022	BILLPMT	Nextera Communications	\$310.66
11332	7/1/2022	BILLPMT	Northern Tool & Equipment	\$6,244.96
11333	7/1/2022	BILLPMT	Pro Tire	\$5.00
11334	7/1/2022	BILLPMT	Sam's Club	\$700.48
11335	7/1/2022	BILLPMT	SFM	\$35,362.00
11336	7/1/2022	BILLPMT	Sherwin Industries, Inc.	\$844.77
11337	7/1/2022	BILLPMT	Spectrum Business	\$165.36
11338	7/1/2022	BILLPMT	Syntech	\$48.00
11339	7/1/2022	BILLPMT	Thyssen Krupp Airport Systems, Inc.	\$1,140.00
11340	6/24/2022		Wells Fargo	\$375.45
<b>Total</b>				<b>\$77,306.89</b>



Airport Director

Airport Authority



City Treasury




**Duluth Airport Authority**  
**DAA Operating Check Register #23-2022**  
**July 8, 2022**

**Document Number From 11351, 11356, 11357, 11360, 11364 to 11366**

Document Number	Date	Transaction Type	Payee	Amount
11351	7/8/2022	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
11356	7/8/2022	BILLPMT	Minnesota Power	\$29,388.82
11357	7/8/2022	BILLPMT	NAPA Auto Parts	\$119.56
11360	7/8/2022	BILLPMT	Nextera Communications	\$2,215.30
11364	7/8/2022	BILLPMT	Sam's Club	\$4,059.73
11365	7/8/2022	BILLPMT	Sam's Club	\$1,514.40
11366	7/8/2022	BILLPMT	Schindler Elevator Corp	\$1,350.08
<b>Total</b>				<b><u>\$40,647.89</u></b>

  
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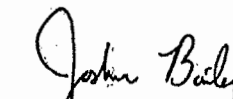
**Duluth Airport Authority**  
**DAA Operating ACH Payment Register #20-2022**  
**June 17, 2022**

**Confirmation #1670259**

Document Number	Date	Transaction Type	Payee	Amount
00000035/1	6/17/2022	BILLPMT	Arrowhead Tap House	\$6.84
00000035/10	6/17/2022	BILLPMT	Graves, John	\$60.00
00000035/11	6/17/2022	BILLPMT	Guardian Pest Solutions	\$74.50
00000035/12	6/17/2022	BILLPMT	Guardian Pest Solutions	\$75.77
00000035/13	6/17/2022	BILLPMT	Guardian Pest Solutions	\$51.51
00000035/14	6/17/2022	BILLPMT	Hermantown Hydraulics, LLC	\$202.05
00000035/15	6/17/2022	BILLPMT	Inter City Oil (ICO)	\$55.80
00000035/16	6/17/2022	BILLPMT	Kayser, Jana	\$60.00
00000035/17	6/17/2022	BILLPMT	Leon, Kathy	\$60.00
00000035/18	6/17/2022	BILLPMT	Menards - Hermantown	\$24.68
00000035/19	6/17/2022	BILLPMT	Menards - Hermantown	\$41.07
00000035/2	6/17/2022	BILLPMT	Arrowhead Tap House	\$222.81
00000035/20	6/17/2022	BILLPMT	Menards - Hermantown	\$168.91
00000035/21	6/17/2022	BILLPMT	Menards - Hermantown	\$327.48
00000035/22	6/17/2022	BILLPMT	Menards - Hermantown	\$189.62
00000035/23	6/17/2022	BILLPMT	Northern Engine & Supply	\$167.25
00000035/24	6/17/2022	BILLPMT	Northern States Supply, Inc.	\$85.66
00000035/25	6/17/2022	BILLPMT	Papko, Mark	\$60.00
00000035/26	6/17/2022	BILLPMT	Peterson, Natalie	\$60.00
00000035/27	6/17/2022	BILLPMT	Peterson, Natalie	\$52.96
00000035/28	6/17/2022	BILLPMT	Sinnott, Paul	\$60.00
00000035/29	6/17/2022	BILLPMT	Snell, Matthew J	\$60.00
00000035/3	6/17/2022	BILLPMT	Arrowhead Tap House	\$3.30
00000035/30	6/17/2022	BILLPMT	Swim Creative	\$850.00
00000035/31	6/17/2022	BILLPMT	Swim Creative	\$3,539.99
00000035/32	6/17/2022	BILLPMT	Timm, Kenneth	\$60.00
00000035/33	6/17/2022	BILLPMT	Welch, Ryan	\$60.00
00000035/34	6/17/2022	BILLPMT	Werner, Thomas	\$60.00
00000035/35	6/17/2022	BILLPMT	Wittkop, Mary Ann	\$60.00
00000035/4	6/17/2022	BILLPMT	Arrowhead Tap House	\$27.55
00000035/5	6/17/2022	BILLPMT	Arrowhead Tap House	\$12.54
00000035/6	6/17/2022	BILLPMT	Barnum Companies, Inc.	\$1,448.56
00000035/7	6/17/2022	BILLPMT	Barnum Companies, Inc.	\$3,089.43
00000035/8	6/17/2022	BILLPMT	Bodin, Joelle	\$60.00
00000035/9	6/17/2022	BILLPMT	Citon	\$678.12
<b>Total</b>				<b>\$12,116.40</b>

  
 Airport Director

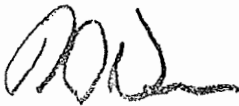
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 Airport Authority

  
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**Duluth Airport Authority**  
**DAA Operating ACH Payment Register #21-2022**  
**June 27, 2022**

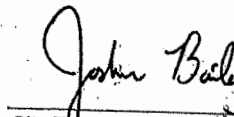
**Confirmation #1750275**

Document Number	Date	Transaction Type	Payee	Amount
00000036/1	6/27/2022	BILLPMT	Advanced Services, Inc	\$440.00
00000036/10	6/27/2022	BILLPMT	Kaplan Kirsch & Rockwell LLP	\$8,614.67
00000036/11	6/27/2022	BILLPMT	Kleen-Tech	\$20,909.00
00000036/12	6/27/2022	BILLPMT	Kraemer Construction, Inc.	\$75.00
00000036/13	6/27/2022	BILLPMT	Menards - Hermantown	\$105.85
00000036/14	6/27/2022	BILLPMT	Menards - Hermantown	\$159.66
00000036/15	6/27/2022	BILLPMT	Menards - Hermantown	\$38.88
00000036/16	6/27/2022	BILLPMT	Menards - Hermantown	\$29.98
00000036/17	6/27/2022	BILLPMT	Metro Sales, Inc.	\$399.17
00000036/2	6/27/2022	BILLPMT	Aramark	\$111.84
00000036/3	6/27/2022	BILLPMT	Aramark	\$59.26
00000036/4	6/27/2022	BILLPMT	Aramark	\$63.36
00000036/5	6/27/2022	BILLPMT	Grainger, Inc.	\$182.40
00000036/6	6/27/2022	BILLPMT	Grainger, Inc.	\$10.08
00000036/7	6/27/2022	BILLPMT	Hermantown Hydraulics, LLC	\$355.71
00000036/8	6/27/2022	BILLPMT	Jamar Company	\$7,675.00
00000036/9	6/27/2022	BILLPMT	Jamar Company	\$463.58
<b>Total</b>				<b>\$39,693.44</b>



Airport Director

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**Duluth Airport Authority**  
**DAA Operating ACH Payment Register #22-2022**  
**July 1, 2022**

**Confirmation #1810355**

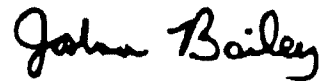
Document Number	Date	Transaction Type	Payee	Amount
00000037/1	7/1/2022	BILLPMT	Best Oil Company	\$15,898.00
00000037/10	7/1/2022	BILLPMT	Menards - Hermantown	\$63.69
00000037/11	7/1/2022	BILLPMT	Menards - Hermantown	\$17.99
00000037/12	7/1/2022	BILLPMT	Menards - Hermantown	\$55.44
00000037/13	7/1/2022	BILLPMT	Menards - Hermantown	\$69.99
00000037/14	7/1/2022	BILLPMT	Menards - Hermantown	\$322.93
00000037/15	7/1/2022	BILLPMT	Menards - Hermantown	\$104.98
00000037/16	7/1/2022	BILLPMT	Menards - Hermantown	\$114.90
00000037/17	7/1/2022	BILLPMT	Mike's Signs	\$400.00
00000037/18	7/1/2022	BILLPMT	Peterson, Natalie	\$43.60
00000037/2	7/1/2022	BILLPMT	Blueglobes LLC	\$2,382.25
00000037/3	7/1/2022	BILLPMT	Citon	\$450.00
00000037/4	7/1/2022	BILLPMT	Jamar Company	\$2,412.00
00000037/5	7/1/2022	BILLPMT	Kraemer Construction, Inc.	\$230.00
00000037/6	7/1/2022	BILLPMT	Kraemer Construction, Inc.	\$40.00
00000037/7	7/1/2022	BILLPMT	Lift Pro	\$367.19
00000037/8	7/1/2022	BILLPMT	Mellin Promotional Advertising	\$522.83
00000037/9	7/1/2022	BILLPMT	Menards - Hermantown	\$29.99

Total \$23,525.78



Airport Director

Airport Authority



City Treasury

**Duluth Airport Authority**  
**DAA Operating ACH Payment Register #23-2022**  
**July 11, 2022**

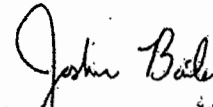
**Confirmation #1890173**

Document Number	Date	Transaction Type	Payee	Amount
00000038/1	7/11/2022	BILLPMT	Arrowhead Tap House	\$68.00
00000038/10	7/11/2022	BILLPMT	Paul Bunyan Communications	\$1,134.34
00000038/11	7/11/2022	BILLPMT	Swim Creative	\$600.00
00000038/12	7/11/2022	BILLPMT	Swim Creative	\$575.00
00000038/13	7/11/2022	BILLPMT	Volaire Aviation Inc.	\$2,000.00
00000038/2	7/11/2022	BILLPMT	Arrowhead Tap House	\$11.11
00000038/3	7/11/2022	BILLPMT	Citon	\$6,695.00
00000038/4	7/11/2022	BILLPMT	Citon	\$678.12
00000038/5	7/11/2022	BILLPMT	Citon	\$607.70
00000038/6	7/11/2022	BILLPMT	Hermantown Hydraulics, LLC	\$39.52
00000038/7	7/11/2022	BILLPMT	Menards - Hermantown	\$89.92
00000038/8	7/11/2022	BILLPMT	Menards - Hermantown	\$23.24
00000038/9	7/11/2022	BILLPMT	Paul Bunyan Communications	\$1,160.00
<b>Total</b>				<b><u>\$13,681.95</u></b>



Airport Director

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Airport Authority



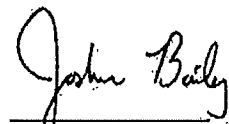
City Treasury

**Duluth Airport Authority  
DAA Construction Check Register #7-2022  
June 23, 2022**

**Document Number From 11309 To 11315**

Document Number	Date	Transaction Type	Payee	Amount
11309	6/23/2022	BILLPMT	1 Becher Hoppe	\$3,500.00
11310	6/23/2022	BILLPMT	1 MediaUSA Adverising Inc	\$865.00
11311	6/23/2022	BILLPMT	1 Shafer Contracting Co., Inc.	\$483,625.16
11312	6/23/2022	BILLPMT	1 Short Elliott Hendrickson	\$61,510.00
11313	6/23/2022	BILLPMT	1 Short Elliott Hendrickson	\$80,043.62
11314	6/23/2022	BILLPMT	1 Short Elliott Hendrickson	\$44,750.00
11315	6/23/2022	BILLPMT	1 Swim Creative	\$11,171.89
<b>Total</b>				<b><u>\$685,465.67</u></b>

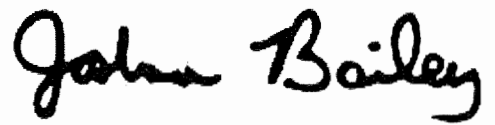
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Airport Director

  
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City Treasury

**Duluth Airport Authority**  
**DAA Construction ACH Pay.gov Register #2-2022**  
**June 16, 2022**

Document N	Date	Transaction Type	Payee	Amount
ACH	6/16/2022	Pay.gov	Federal Aviation Administration	\$6,974.10
Total				<u>\$6,974.10</u>

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Airport Director

  
\_\_\_\_\_  
City Treasury



How removing seats from aircraft will help a top regional carrier cope with the pilot shortage



[Ethan Klapper](#)

5d ago

The nation's largest regional airline is trying something new to cope with the pilot shortage: removing seats from aircraft.

SkyWest Airlines has a new subsidiary, and it's seeking approval for it to operate Canadair Regional Jets that are missing 20 of their 50 seats, according to a [filing](#) last week with the U.S. Department of Transportation that was made public on Tuesday.

How does removing seats help SkyWest navigate the pilot shortage? Well, 30 seats is the maximum number of seats allowed under a set of aircraft operating rules called Part 135. Part 135 rules, while still stringent, are more relaxed than the current set of rules that SkyWest — and all other scheduled air carriers — operates under, known as Part 121.

Pilots operating aircraft under Part 135 need not hold an airline transport pilot certificate. This license generally requires 1,500 flight hours to obtain and has become a hot button issue in the industry. Should SkyWest's new subsidiary, known as SkyWest Charter, win approval, it would be allowed to hire pilots with fewer flight hours to operate CRJs with 30 seats.

In April, Republic Airways, the nation's second-largest regional airline, filed with the Federal Aviation Administration for an exemption that would [allow the company to hire pilots who graduate from its flight academy with 750 hours of experience](#). That exemption request remains pending.

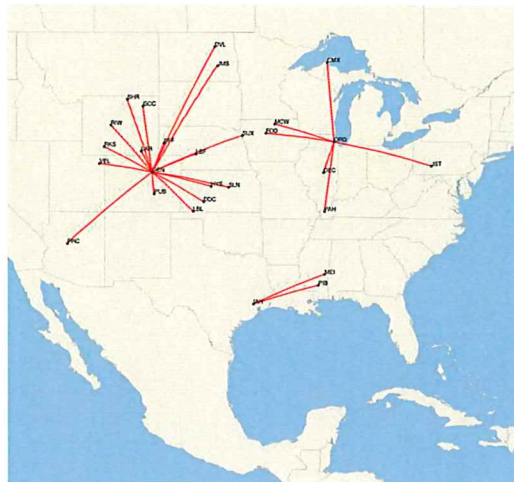
The SkyWest operation would technically run as a public charter: On paper, the airline looks to be flying charter flights, but it'll also publish the flight schedules and sell seats to the general public, just like a scheduled air carrier. It's the same model that semi-private air carrier JSX uses. JSX operates in Texas with a fleet of Embraer 145s in a 1-1 configuration, because that nominally 50-seat jet must likewise be configured for 30 seats.

If approved, SkyWest Charter plans a fleet of up to 18 specially-configured CRJs.

JSX [requires](#) its new-hire pilots to hold 1,200 hours of flying time — still a significant amount of flying experience. However, this is less than the 1,500 hours required to earn a regular ATP certificate to fly Embraer Regional Jets at a Part 121 carrier like [Piedmont Airlines](#) or CommutAir.

Under federal regulations, pilots can earn a restricted ATP certificate at 1,250, 1,000 or 750 hours, depending on academic background or previous military experience. [A 2018 study](#) found that 32% of new-hire first officers held R-ATPs.

If approved, SkyWest intends to use its new subsidiary to bid for Essential Air Service at [many of the 29 airports it initially planned to split from](#) due to the pilot shortage. Included in SkyWest's filing are letters of support from a number of those communities, including Hays, Kansas; Mason City, Iowa; and Meridian, Mississippi. SkyWest Charter would not be branded as United Express (like the previous service to those 29 communities was), though the proposal does mention cooperation with major airlines — likely an interline agreement that would allow for streamlined reservations, check-in and checked baggage processing. SkyWest operates scheduled flights for [United Airlines](#), [American Airlines](#), [Delta Air Lines](#) and [Alaska Airlines](#).



In a statement, SkyWest stressed that its new charter division will be an important tool for it to continue to serve small communities.

“One of SkyWest’s key missions has long been to connect small and mid-size markets to the national transportation infrastructure,” the statement said. “We have the unique agility and resources, including this charter entity, to enable continued service in small and underserved communities. We continue exploring this and various other solutions in our ongoing commitment to fulfill a critical need.”

*Featured photo by Robert Alexander/Getty Images.*



## Mary Ann Wittkop

---

**From:** Don Monaco <donm@monacoairduluth.com>  
**Sent:** Friday, July 1, 2022 7:53 AM  
**To:** Tom Werner; makik  
**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)'; 'Steve Overom (soverom@overomlaw.com)'; Mary Ann Wittkop  
**Subject:** June, 2022 Monaco Air Foundation Report

Tom and Kim,

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

### Summary of June, 2022 Activities

**Airport Tour Program:** The Foundation offers Duluth International Airport tours to groups of high school students and to other groups upon request. We have received 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.

**DAA Representative:** The DAA Board of Directors must appoint a DAA Director to replace Todd as a non-voting Foundation Director. Please identify a DAA Director who is willing to serve and prepare a resolution for consideration at the July or August DAA Board meeting. Thank you.

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](mailto:donm@monacoairduluth.com)  
[www.monacoairduluth.com](http://www.monacoairduluth.com)

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# Summer Construction Newsletter

## Duluth International Airport (DLH)

Weekly Update - Friday, June 17, 2022

---

### Taxiway A - Phase 1 Project

This week, Shafer continued to place, grade and compact the first layer of the pavement support section. The contractor also began to place, grade and compact the second layer of the pavement support section which is a rocky layer. Bituminous paving is planned for Friday and Saturday followed by concrete paving starting next Tuesday. The contractor also set up the batch plant south of Air Base Road south of the Runway 3 approach end.

### Next week - June 19th

We are anticipating that concrete paving will begin on Tuesday of next week.

### Anticipated Project Schedule - Subject to change

- Taxiway A Phase 1B: May 31st - July 9th
- Taxiway A Phase 1A: July 18th - September 20th

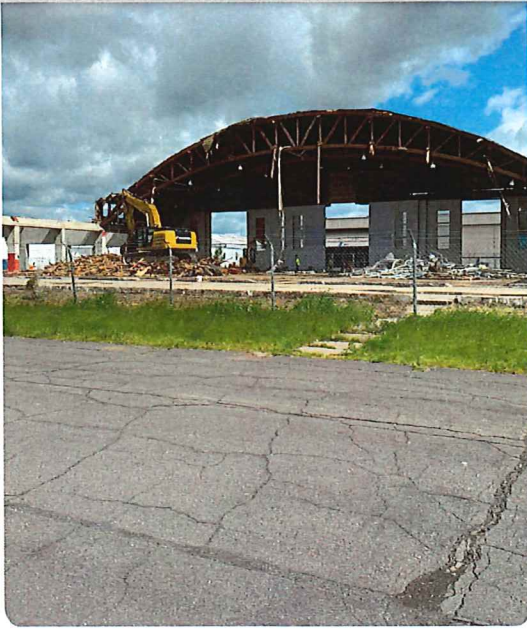


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## Hangar 101 Demolition Project

This week Rachel Construction continued to haul away the hazardous material. The concrete framework and hangar doors are still standing, and demolition and removal are planned to continue next week.

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### Runway 3/21 Lighting and Signage Project

Project dates are being finalized with the contractor. The lighting and signage project is expected to be completed during the planned Runway 3/21 closure as part of Phase 1A of the Taxiway A reconstruction project.

### Anticipated Project Schedule - Subject to change

- This project is expected to occur over a 37-day period between July 18th and September 20th

*Please note these dates are subject to change and airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.*

### Project Contact Information

Mark Papko, Director of Operations - Airport Authority - [mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

Adinda Van Espen, Project Manager - SEH - [avanespen@sehinc.com](mailto:avanespen@sehinc.com)

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# Summer Construction Newsletter

## Duluth International Airport (DLH)

Weekly Update - Friday, June 24, 2022

---

### Taxiway A - Phase 1 Project

This week several work tasks took place. Upon completion of the aggregate layer installation and prior to paving, the layer was tested for proper compaction. Paving of the bituminous base course layer took place on Saturday and Monday. On Tuesday, the site was prepped and set up for concrete paving. On Wednesday, the paving of the first set of concrete lanes were paved. The site is now being prepped for the second round of concrete paving, which is expected to begin early next week.

### Next Week

Concrete paving will continue next week. The taxiway shoulder is also set to be constructed next week. No work is anticipated for this coming Saturday, June 25th.

### Anticipated Project Schedule - Subject to change

- Taxiway A Phase 1B: May 31st - July 9th
- Taxiway A Phase 1A: July 18th - September 20th



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## Hangar 101 Demolition Project

The hangar structure has been fully demolished with no elevated framework remaining. Rachel Construction continued to remove debris this week and will continue the removal next week. Rachel Construction has also begun leveling the existing concrete pad.



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## Runway 3/21 Lighting and Signage Project

Project dates are being finalized with the contractor. The lighting and signage project is expected to be completed during the planned Runway 3/21 closure as part of Phase 1A of the Taxiway A reconstruction project.

### Anticipated Project Schedule - Subject to change

- This project is expected to occur over a 37-day period between July 18th and September 20th

*Please note these dates are subject to change and airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.*

### Project Contact Information

Mark Papko, Director of Operations - Airport Authority - [mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

Adinda Van Espen, Project Manager - SEH - [avanespen@sehinc.com](mailto:avanespen@sehinc.com)

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**Mary Ann Wittkop**

---

**From:** Mark Papko <DAA@duluthairport.com>  
**Sent:** Friday, July 1, 2022 7:00 AM  
**To:** Mary Ann Wittkop  
**Subject:** DLH Construction Newsletter - July 1, 2022



# **Summer Construction Newsletter**

## **Duluth International Airport (DLH)**

### **Weekly Update - Friday, July 1, 2022**

---

#### **Taxiway A - Phase 1 Project**

Work is progressing as scheduled for Phase 1B of the Taxiway A reconstruction project. On Monday, the second and final round of concrete paving was completed. Work has begun on constructing the taxiway shoulders. The concrete joints of Taxiway A and the commercial service apron are being sawcut and sealed.

#### **Next Week**

Paving of the bituminous taxiway shoulders will take place late next week along with the installation of taxiway edge lights. The contractor is also planning to complete general site cleanup as we near the end of Phase 1B. No work is anticipated for this coming Saturday, July 2nd and Monday, July 5th.

#### **Anticipated Project Schedule - Subject to change**

- Taxiway A Phase 1B: May 31st - July 9th

- Taxiway A Phase 1A: July 18th - September 20th



---

### Hangar 101 Demolition Project

Work began on smoothing the hangar's floor slab and restoring the turf areas around the concrete slab this past week. General site cleanup was also completed. Next week there will be bituminous paving as well as crack filling and sealing of the concrete slab.





## Runway 3/21 Lighting and Signage Project

Project dates are being finalized with the contractor. The lighting and signage project is expected to be completed during the planned Runway 3/21 closure as part of Phase 1A of the Taxiway A reconstruction project.

### Anticipated Project Schedule - Subject to change

- This project is expected to occur over a 37-day period between July 18th and September 20th

*Please note these dates are subject to change and airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.*

### Project Contact Information

Mark Papko, Director of Operations - Airport Authority - [mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

Adinda Van Espen, Project Manager - SEH - [avanespen@sehinc.com](mailto:avanespen@sehinc.com)

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# Summer Construction Newsletter

## Duluth International Airport (DLH)

Weekly Update - Friday, July 8, 2022

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### Taxiway A - Phase 1 Project

Due to the holiday, there was no work completed on Monday. The remainder of this week has been busy to ensure Phase 1B finishes prior to the Air Show next week. This week the contractor completed installing the joint seals on Taxiway A and the commercial service apron. Underground electrical work was also completed for the taxiway edge lights. Today, Friday, July 8th, the bituminous shoulders will be paved, and markings are anticipated to be painted on Saturday.

### Next Week

General site cleanup will occur next week. Taxiway A is scheduled to reopen for air traffic on Wednesday of next week.

### Anticipated Project Schedule - Subject to change

- Taxiway A Phase 1A: July 18th - September 20th





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Limited work was completed this week due to the availability of the subcontractor. Work is still pending to pave and seal the surface of the concrete slab and may occur by the end of this week. Next week the permanent security fence will be installed.



---

### Runway 3/21 Lighting and Signage Project

Project dates are being finalized with the contractor. The lighting and signage project is expected to be completed during the planned Runway 3/21 closure as part of Phase 1A of the Taxiway A reconstruction project.

### Anticipated Project Schedule - Subject to change

- This project is expected to start on July 18th and will occur over a 37-day period.

*Please note these dates are subject to change and airfield [NOTAMs](#) should be checked to confirm the current status of the airfield.*

### Project Contact Information

Mark Papko, Director of Operations - Airport Authority - [mpapko@duluthairport.com](mailto:mpapko@duluthairport.com)

Adinda Van Espen, Project Manager - SEH - [avanespen@sehinc.com](mailto:avanespen@sehinc.com)

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**70% of US airports have substantially less air service today** than before the pandemic, despite rising passenger demand. A real and growing pilot shortage stands to worsen air service loss unless we take action.

**Rally for Air Service** is a coalition that has come together to communicate the negative impacts of the pilot shortage across the United States so that solutions can be advanced to help prevent the damaging economic impacts of the loss of air service. We represent a wide range of stakeholders who have a shared interest in addressing the shortage and preserving and rebuilding air service.

**Our Mission** is to educate the public about this worsening situation and encourage solutions that preserve and enhance aviation safety, allow greater and more equitable access to pilot training, and preserve and restore air service in the United States.

**Communities are losing air service due to the shortage of airline pilots.**

- There aren't enough pilots to meet forecasted demand for air travel. As a result, airports across the country, especially in small communities, have faced dramatic air service loss that will likely worsen over the summer.
- Air service loss imparts devastating consequences on the economies of these communities and diminishes the quality of life for residents.
- We are already seeing the impacts on small communities, including but not limited to those communities that rely on the Essential Air Service Program, which is facing a crisis of air service terminations.
- Domestic demand has met or exceeded 2019 levels, yet the majority (70%) of US air service receive less air service today than before the pandemic. Official Airline Guide (OAG) schedule comparisons between first quarter of 2019 and first quarter of 2022 show that 302 airports have experienced reduced departures. The average service reduction across these airports is 23%, and 105 airports have lost *more than* 25 percent of their air service. Eight airports have lost all their scheduled, commercial air service.
- The pilot shortage factors large in most of this air service contraction.

**The pilot shortage is a major problem, and growing worse.**

- Large air carriers expect to hire more than 13,000 pilots over the course of this year, yet FAA issued an average of just 6,335 new ATP/RATP certificates per year since 2013. Pandemic forces slowed this further, with fewer than 5,000 new ATP/RATP pilots certified in 2021.

Learn more at [info@rallyforairservice.org](mailto:info@rallyforairservice.org)



- Major airlines primarily hire from smaller, regional air carriers, which provide the only source of air service to more than two-thirds of the country – communities too small to support air service by the major airlines.
- With far too few new pilots being produced to replace those hired by bigger carriers, worsening air service losses will be most acute at regional airports and smaller communities.
- Some of the largest hub airports will experience air service loss as well, particularly major gateways to smaller communities. Regional airlines provide significant departures at major hub airports like ORD (62% regional), DFW (47%), CLT (56%), DEN (33%), IAH (55%), DTW (54%) SEA (40%), ATL (22%), MSP (47%) and PHL (52%).
- The pilot shortage is a network problem with sweeping consequences across the entire aviation system.

**There is currently an unprecedented demand for airline and commercial pilots.**

- The Bureau of Labor Statistics (BLS) projects that from 2020-2030 there will be an average of approximately 14,500 openings for airline and commercial pilots each year. This demand is driven by two primary factors:
  - FAA data indicates that over 13% of airline pilots (13,820) will reach mandatory retirement age of 65 over the next 5 years. This number increases to 47% of airline pilots within 15 years (48,680.)
  - Early retirements during the pandemic exacerbated the problem with between 5,000 and 6,000 pilots at large air carriers exiting the profession.

**There are too few new pilots to fill the void.**

- The FAA certifies on average just 6,335 pilots per year who have the credentialing necessary to be hired by commercial and cargo airlines. Additionally, corporate and business aircraft operators also frequently require the same pilot credentialing as airlines.
- High barriers to entry, block the career path for many. Flight education and training routinely exceeds \$80,000 and is even more expensive when part of a degree program. Most flight schools have waiting lists.

**Goals**

Near and long-term solutions are being discussed across the industry, with goals to preserve and restore air service while continuing to have the best trained pilots in the world. Addressing the pilot shortage will not and cannot adversely impact aviation safety, which is the hallmark of the U.S. aviation industry. But it can and must allow greater and more equitable access to pilot training, enhance aviation safety, and preserve and restore air service in the United States.



# Growing Pilot Shortage Threatens Small Community Air Service Collapse

June 21, 2022



Regional Airline Association

**Faye Malarkey Black**

President & CEO

[black@raa.org](mailto:black@raa.org)

# 66%

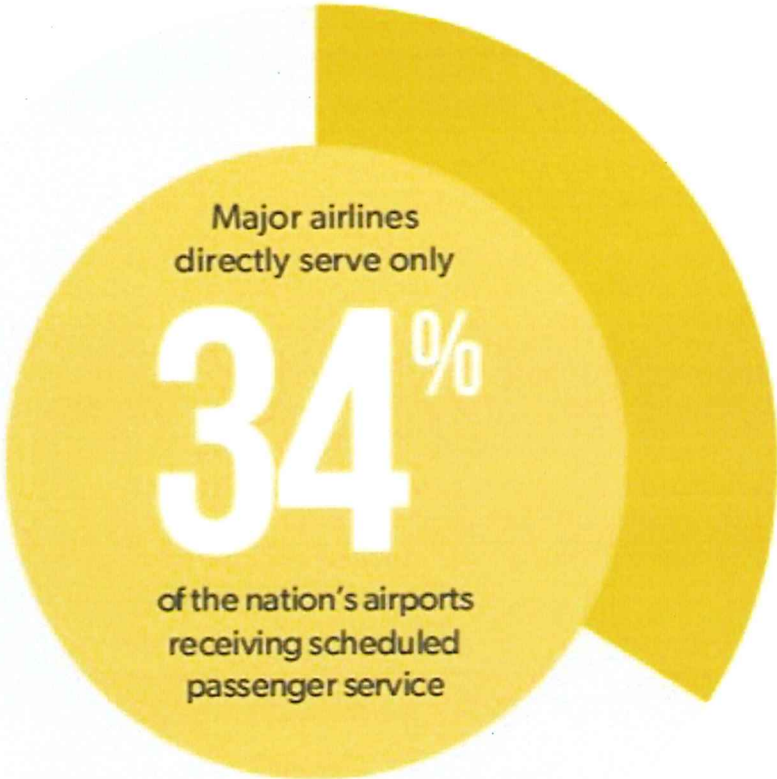
of U.S. airports with  
scheduled passenger air  
service get their **ONLY**  
source of air service from  
regional airlines.



# 43%

of scheduled  
passenger departures  
were operated by  
U.S. regional airlines.






Major airlines  
directly serve only

34%

of the nation's airports  
receiving scheduled  
passenger service



Regional  
airlines serve

94%

of the nation's airports  
receiving scheduled  
passenger service



## Regional Airlines Provide Most of the Departures in 30 States

**50%**  
OR MORE

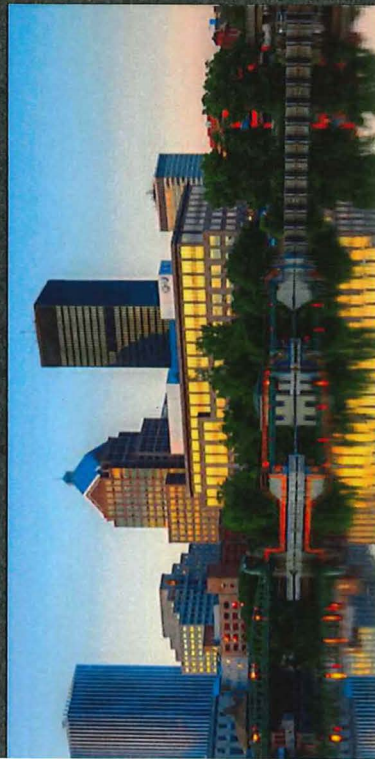
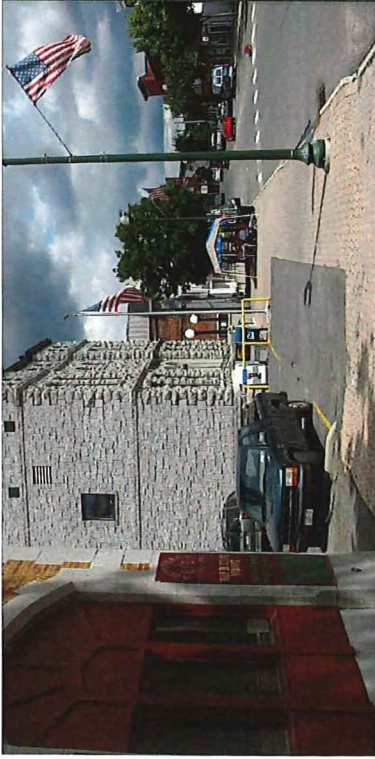
- Wyoming (68%)
- Wisconsin (67%)
- Nebraska (65%)
- Oregon (62%)
- South Carolina (61%)
- Michigan (60%)
- Indiana (59%)
- New Mexico (59%)
- Pennsylvania (58%)
- Virginia (57%)
- North Carolina (56%)
- Ohio (56%)
- Oklahoma (55%)
- Illinois (54%)
- Minnesota (51%)

## Regional Airlines Provide Most of the Departures in 30 States

**75%**  
OR MORE

- Mississippi (94%)
- West Virginia (93%)
- Vermont (92%)
- Alaska (87%)
- Maine (87%)
- North Dakota (87%)
- South Dakota (86%)
- Arkansas (85%)
- Alabama (81%)
- Iowa (81%)
- Kansas (80%)
- Montana (79%)
- Kentucky (76%)
- Idaho (74%)
- New Hampshire (73%)





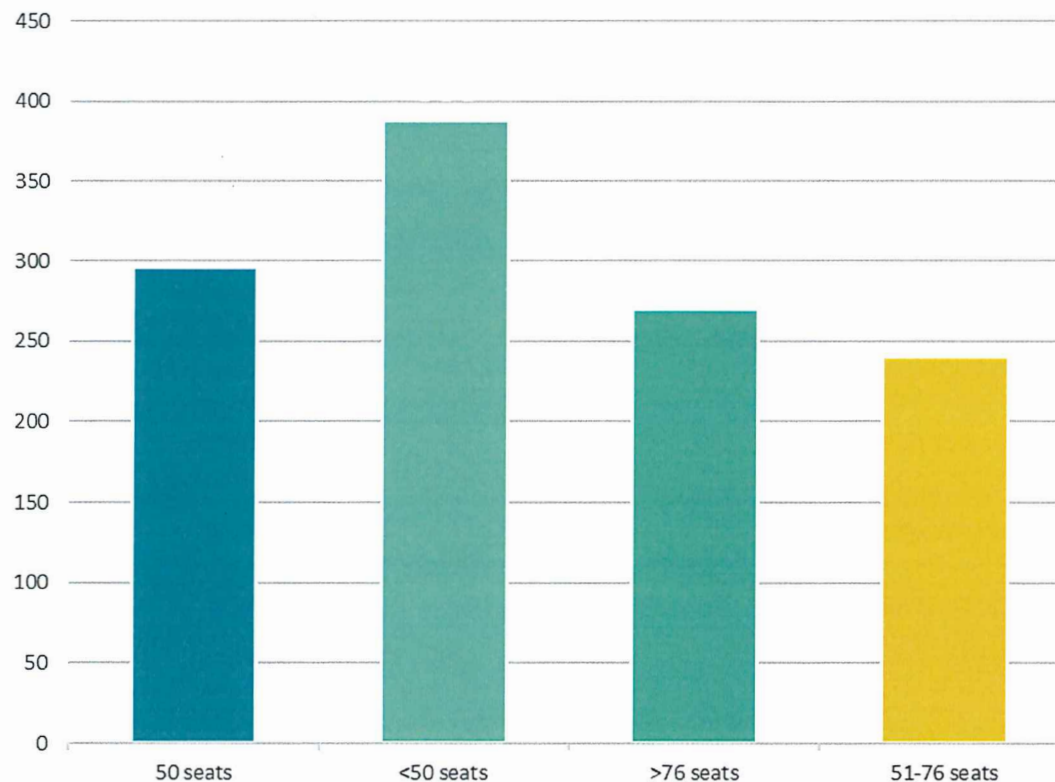
# Headwinds for Regional Airports

- An existing pilot shortage, accelerated and amplified by pandemic forces, poses an existential threat to small community air service.
- US regional carriers must fight the hardest to attract talent given the variety of competition; this increases labor costs and worsens margins on lower density markets.
- Low revenue and higher cost environment reduces the ability for strong markets to help bring along weaker markets.
- **Decisions are more likely to turn on highest, best use.** Marginal markets are exposed to higher risk with faster consequences. Smaller aircraft are being parked.
- When industry shock forces network carriers to retract air service, small communities are hit first and worst.
- Hub airports with significant regional connections will lose departures.



# Small Aircraft Parked = Big Network Problem

**2021 U.S. Carrier Fleet**  
Count of Airports Served



Source: OAG Schedule Analyser

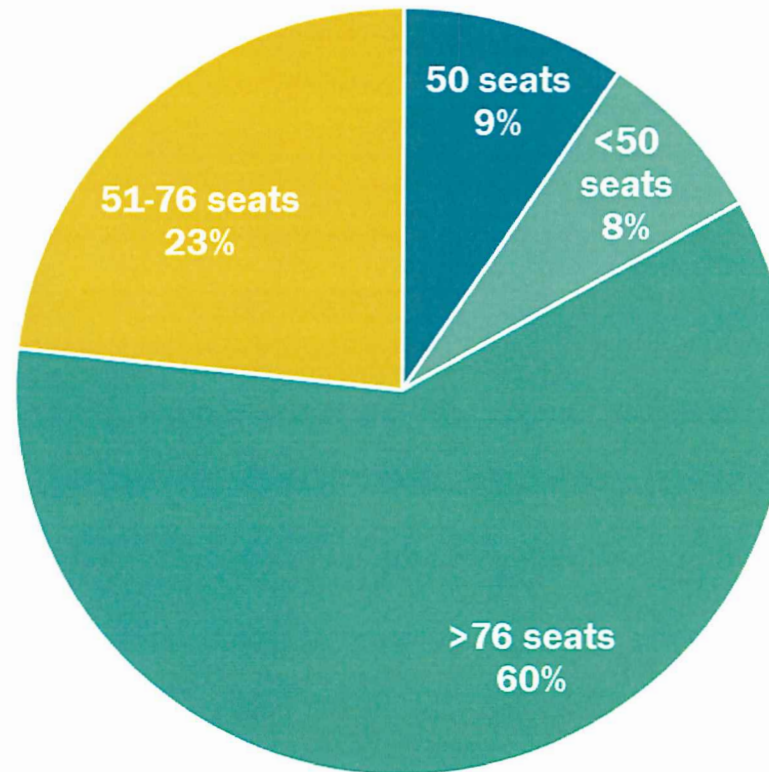
"We don't have enough pilots to fly all the airplanes, so the 50-seaters are at the bottom of that pile, and markets that rely on 50-seaters are the ones that are going to lose service."

--UAL CEO Scott Kirby, Nov. 2021

- 56% of airports (371) were only served by aircraft with *50 seats or fewer* in 2021.
- 12% of airports were only served by 50 seat jets in 2021.

Small  
Aircraft, Big  
Network  
Presence

**2021 U.S. Carrier Fleet**  
Percentage of Total Departures



Source: OAG Schedule Analyser



## Small Community Departures are Important to the U.S. Aviation System

Regional airlines bring small community passengers through and beyond the hubs and operate **more than half** the departures at several large hub airports.

## TOP 50 U.S. AIRPORTS FOR REGIONAL DEPARTURES

Ranked by total scheduled departures with regional aircraft in 2020

### TOP 10

Rank	Airport	Airport Code	Regional Departures	Total Departures	Regional Share
1	Chicago	ORD	173,942	279,645	62%
2	Dallas	DFW	136,523	289,202	47%
3	Charlotte	CLT	109,727	194,734	56%
4	Denver	DEN	71,915	219,912	33%
5	Houston	IAH	69,074	126,278	55%
6	Detroit	DTW	63,471	117,745	54%
7	Seattle	SEA	62,690	155,114	40%
8	Atlanta	ATL	61,260	273,289	22%
9	Minneapolis/ St Paul	MSP	54,317	114,477	47%
10	Philadelphia	PHL	49,050	95,167	52%

Source: Analysis of OAG Schedules Analyser data

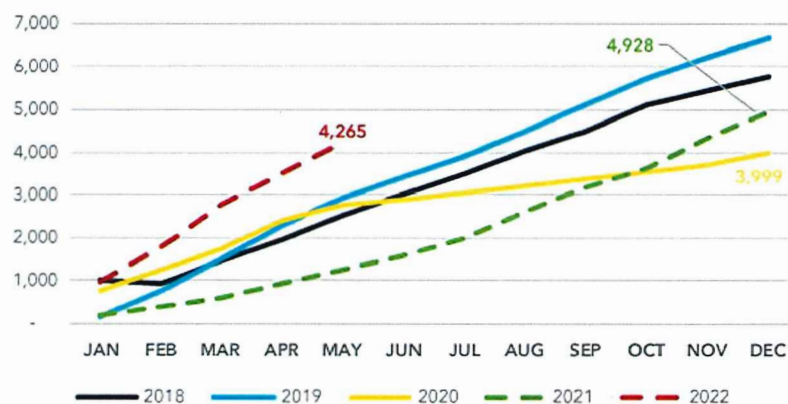
**MISLEADING**

Data in the Chart Below was Sliced to Isolate an Upswing in certificate issuance from late 2021 to early 2022 that is **related to backfilling an obvious pause in certificate issuances during Covid** without acknowledging that context.



## FACT: More Pilots Today Than Before COVID

ATP - MEL Issued by Year (cumulative)



Rolling 12 Months new ATP-MEL Issued



# COVID Dramatically Slowed Issuance of New Certificates

2020 and 2021 show a **steep decline in issuances** associated with the acute COVID slowdown in training, which ticks back up in late 2021 into 2022 as backlog of Covid training slowdowns began to catch up and hiring resumed. **An average of just 6,335 new ATP/RATP certificates per year** have been issued since 2013.



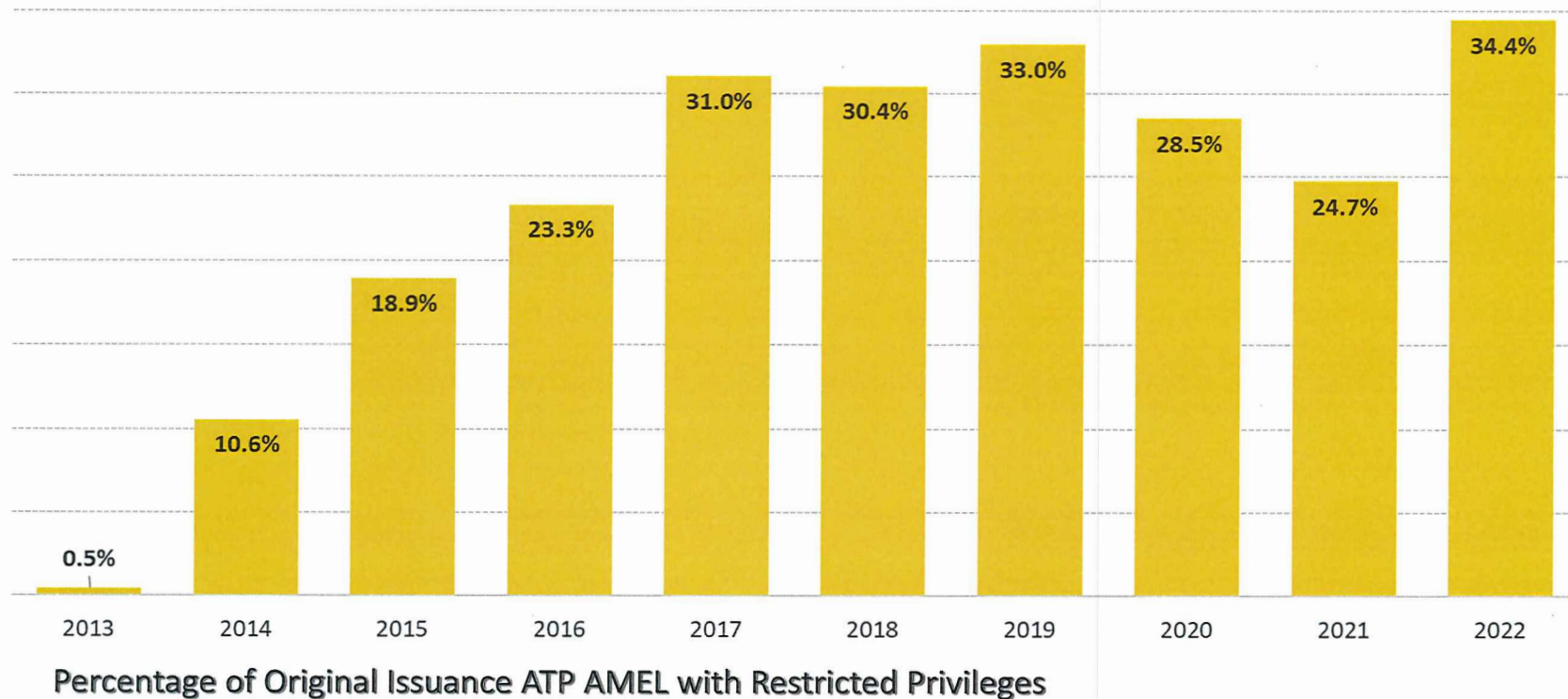
Source: FAA's Registry Services and Information Management Branch, AFB-730



# Structured Training Pathways Improve Proficiency and are Underutilized

Demand for R-ATP pathways is growing, but significant barriers to entry (financial inequity, geographical, collegiate/non-collegiate) place structured training pathways out of reach for many aspiring pilots. [Data](#) shows these pathways produce the most highly-proficient pilots.

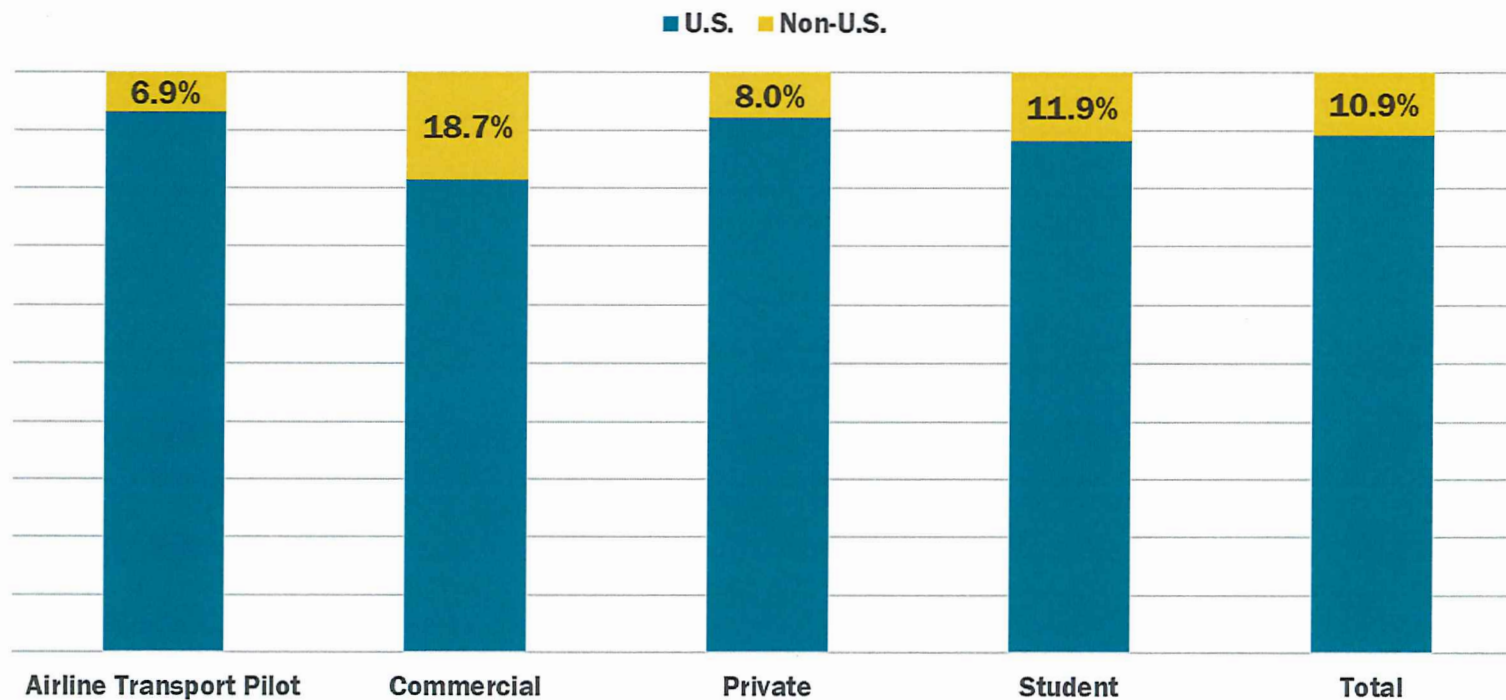
*2022 Uptick in the R-ATP is consistent with resumption of airline hiring.*



Data Source: FAA's Registry Services and Information Management Branch, AFB-730

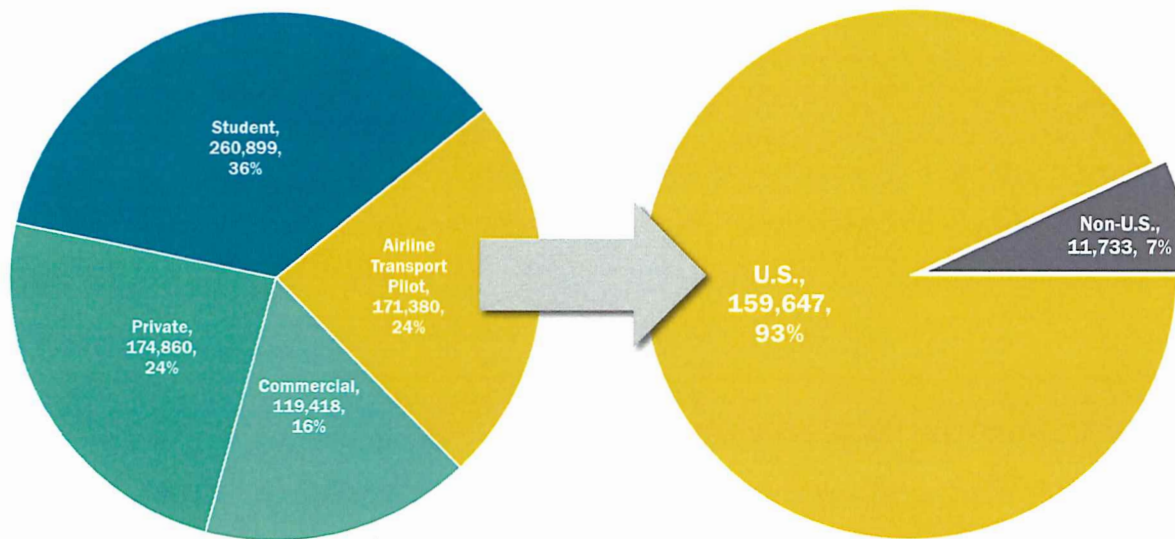
**Nearly 1 in 5 commercial pilots is held by a non-U.S. citizen.** We cannot use commercial certificates as a gauge for future ATPs as the ATP is not required in foreign countries.

### Breakdown of foreign nationality/non-U.S. citizenship for each certificate type



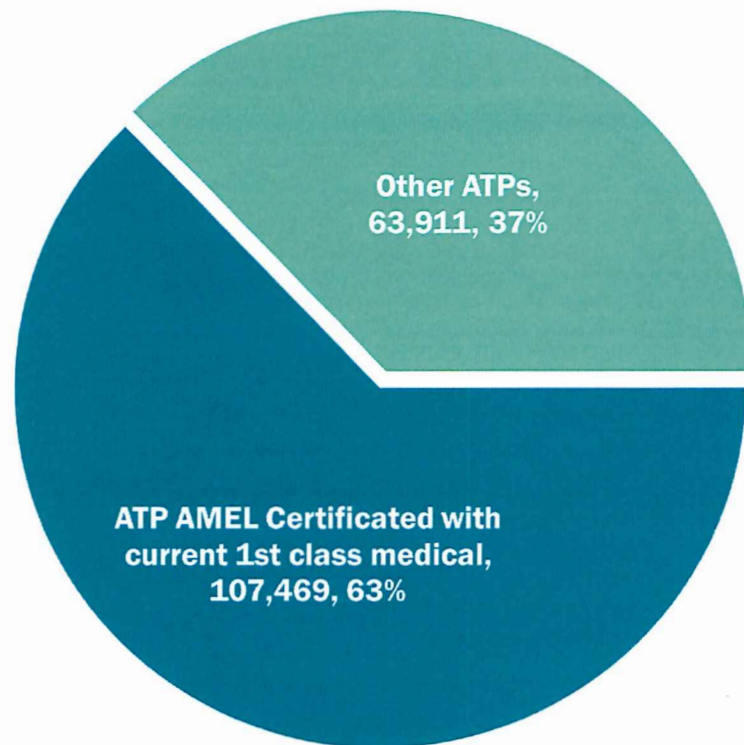
# How many pilots are **TRULY** available?

Total count of Air Transport Pilots (ATPs) insufficient representation of supply



Of 171,380 ATP certificates, 11,733 are foreign nationality/non-U.S. citizenship (7% of ATPs)

# What's Inside the FAA's Certificated Airmen Database?



- Of remaining ATP-MEL pilots, just 107,469 ATP AMEL pilots hold current 1<sup>st</sup> class medicals (*required for hire*)
- **At minimum, 37% of total ATP certificates are *ineligible for hire***
- **Currently unquantifiable additional disqualifications:**
  - Piloting ability
  - Check-ride failures
  - Recency and type of experience
  - Instrument proficiency
  - Criminal record



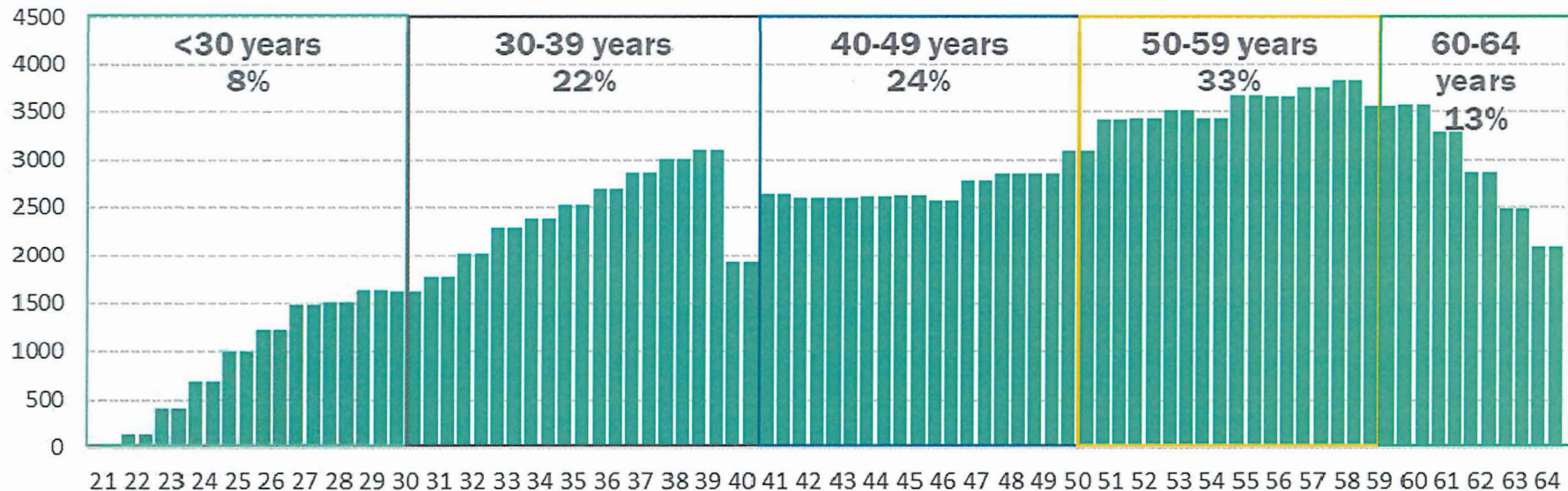
## How many pilots are TRULY available?

- Seniority lists for the legacy, regional, low cost, national, and large cargo carriers total more than 97,000 pilots
- The number of ATP AMEL pilots potentially hireable is barely over 10,000

RAA Member Airlines	19,125
American	15,176
Delta	13,520
United	13,023
Southwest	9,122
FedEx	5,037
JetBlue	4,300
UPS	2,927
Alaska	3,113
Spirit	3,018
NetJets	2,328
Frontier	1,684
Allegiant	1,057
Hawaiian	847
Sun Country	462
Avelo	88
Breeze	85
Atlas	2,500
Total Pilots	97,412



## With Fewer New Pilots than Needed to serve routes already, Nearly half of today's qualified Pilots are Approaching Mandatory Retirement



- 45.9% of all ATP AMEL airmen with valid 1<sup>st</sup> class medicals will reach mandatory retirement age within 15 years (49,541 airmen).
- 13.2% will reach mandatory retirement age within 5 years (14,270 airmen).
- Retirements are not the only attrition, and replacing retirements is not the only objective given growing passenger demand.

Data Source: FAA's Registry Services and Information Management Branch, AFB-730



AIR LINE PILOTS ASSOCIATION, INTERNATIONAL

7950 Jones Branch Drive, Suite 400S | McLean, VA 22102 | 703-689-2270 | 888-FLY-ALPA

THE WORLD'S LARGEST PILOTS UNION | WWW.ALPA.ORG

June 14, 2022

Faye Malarkey Black  
President and CEO  
Regional Airline Association  
1201 15th Street NW, Suite 430  
Washington, DC 20005

Dear Faye,

I am writing to urge you to turn your attention away from lobbying to weaken critically important, lifesaving pilot training and experience rules and, instead, focus on helping your member airlines attract and retain the best and brightest aviators. The recent deals ALPA helped negotiate with two of your members—Envoy and Piedmont—offer a great starting point to seriously address the pilot supply challenges you say your members face.

Contrast that approach with the one pursued by Republic Air, another of your member airlines. Rather than address the pay, career progression, and work-rule issues faced by many regional pilots, Republic has asked the federal government for permission to cut safety training requirements in half as a way to attract and retain pilots, rather than addressing the underlying economic deficiencies of how the airline treats its workers.

It is particularly hypocritical that RAA affiliates squandered the opportunity to ready their operations and training programs for the post-pandemic surge in travel. After receiving billions in government subsidies to retain staff and prepare for recovery, they are again asking the government for relief—this time from the same rules that have made the United States the safest aviation system in the world. It was clear that, once we solved the public-health crisis, air travel would rebound, and passenger demand would return. The taxpayer support provided to airlines was predicated on this assumption, some airlines prepared for the recovery better than others. Some bet on a strong American recovery; others bet against it. For ALPA, there was never any doubt whether we'd come out of the pandemic strong, and my pilots are more than ready to meet this moment.

I respectfully urge you to reject this dangerous flight path and instead place your time, energy, and efforts into urging your members to come to the bargaining table ready to negotiate contracts that provide pilots with competitive compensation packages, career progression enhancements, and strengthened work rules. This approach is not only good business, but it will ensure the safety of our system—something we should all rally behind.

Sincerely,

Joseph G. DePete  
President, Air Line Pilots Association, Int'l

## Fact Check on ALPA Rhetoric:

- Flight time ([aeronautical experience](#)) is not [training time](#), as ALPA knows.
- ALPA once [supported](#) the very structured training pathways they now say “weaken safety.”
- FAA [found](#) low value in the flight time element of the rule and high value in the structured training element of the rule. RAA and its members do not wish to change the rule and are focused on expanding training pathways *allowed* by the law.
- ALPA attempts to distract from pilot shortage with allegations on PSP, which the union itself called “worker first.” Airlines used PSP as Congress and U.S. Treasury Dept. intended. GAO has issued 10 [reports](#), each showing high program compliance.
- ALPA opens and closes with a focus on its collective bargaining objectives, which is telling.
- See RAA’s full response, with sourcing [here](#).

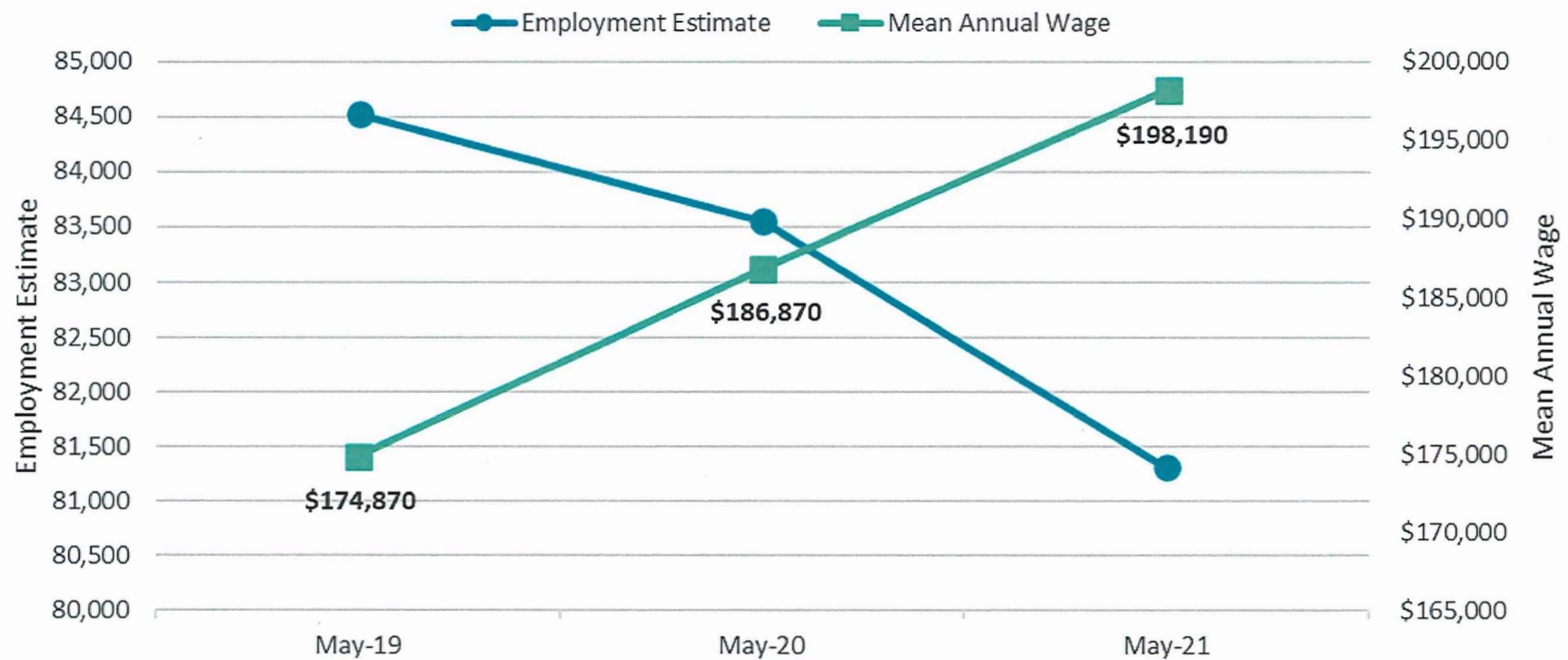
**RAA**  
Regional Airline Association

# Pilot Workforce Shrinking Despite Pay Increases

## Employment Estimate vs. Mean Annual Wage

Occupational Employment and Wage Statistics (OEWS)

53-2011 Airline Pilots, Copilots, and Flight Engineers



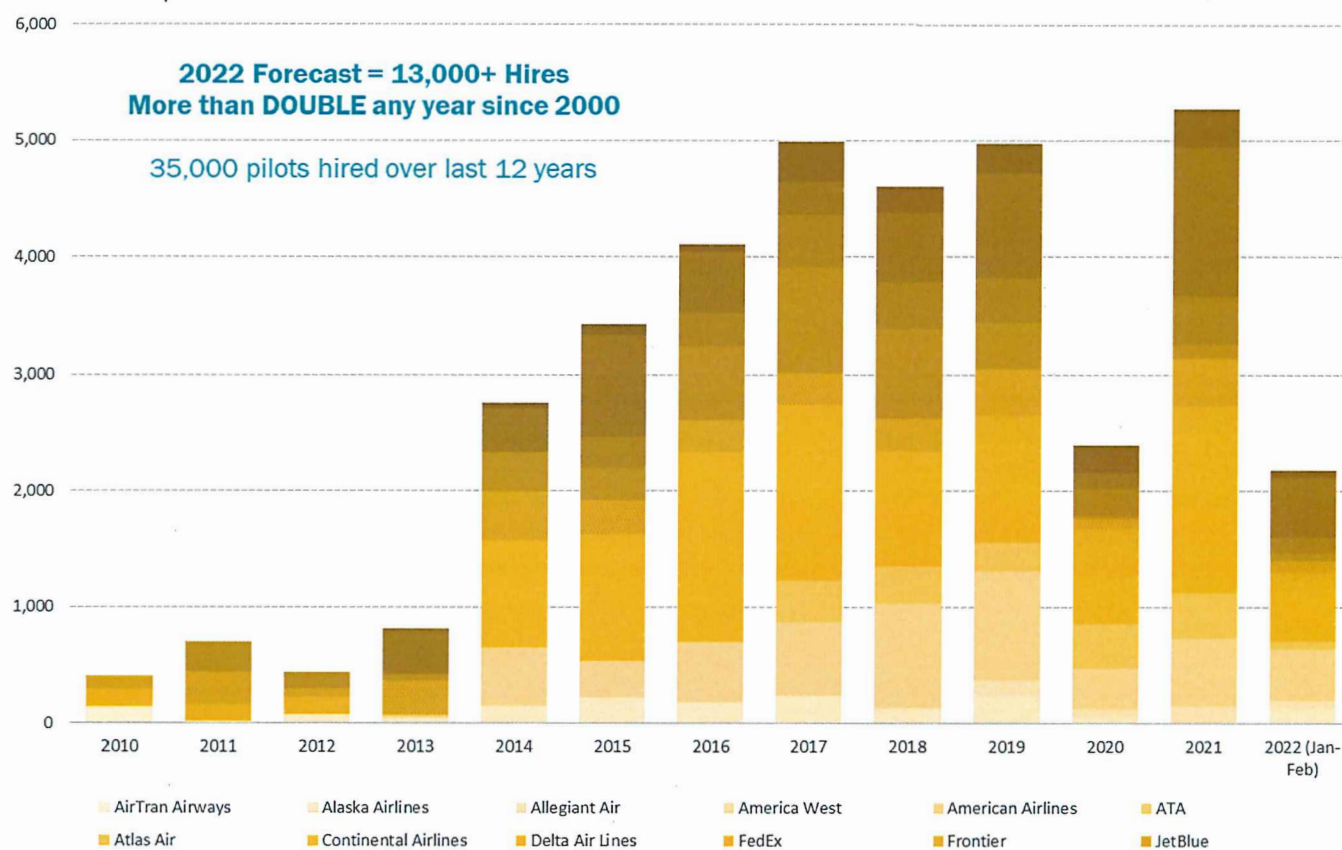
<https://www.bls.gov/oes/current/oes532011.htm#top>



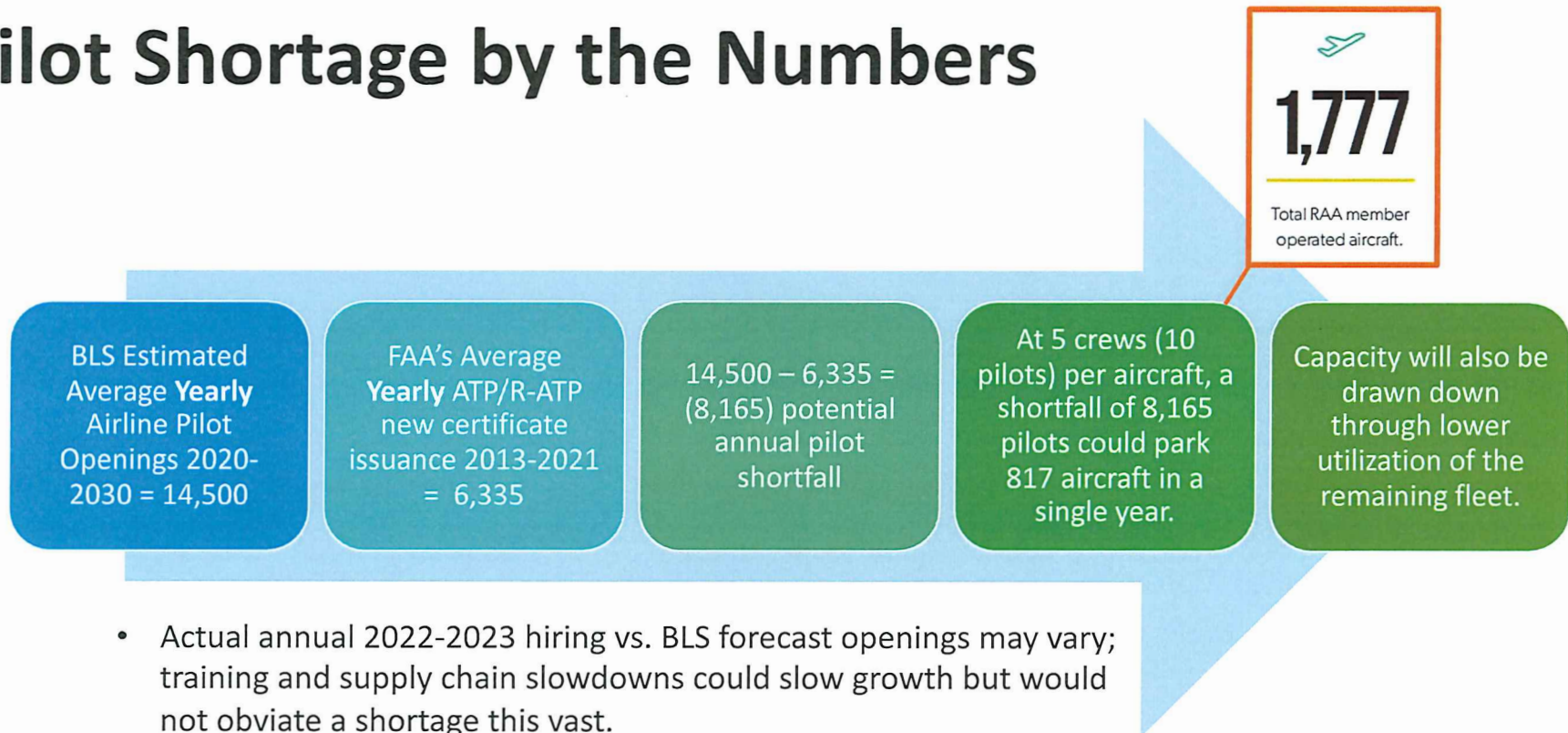
# Pilot Demand at Majors Alone Already Outpacing Supply

## Future & Active Pilot Advisors Pilot Hiring Trends

www.fapa.aero



# Pilot Shortage by the Numbers



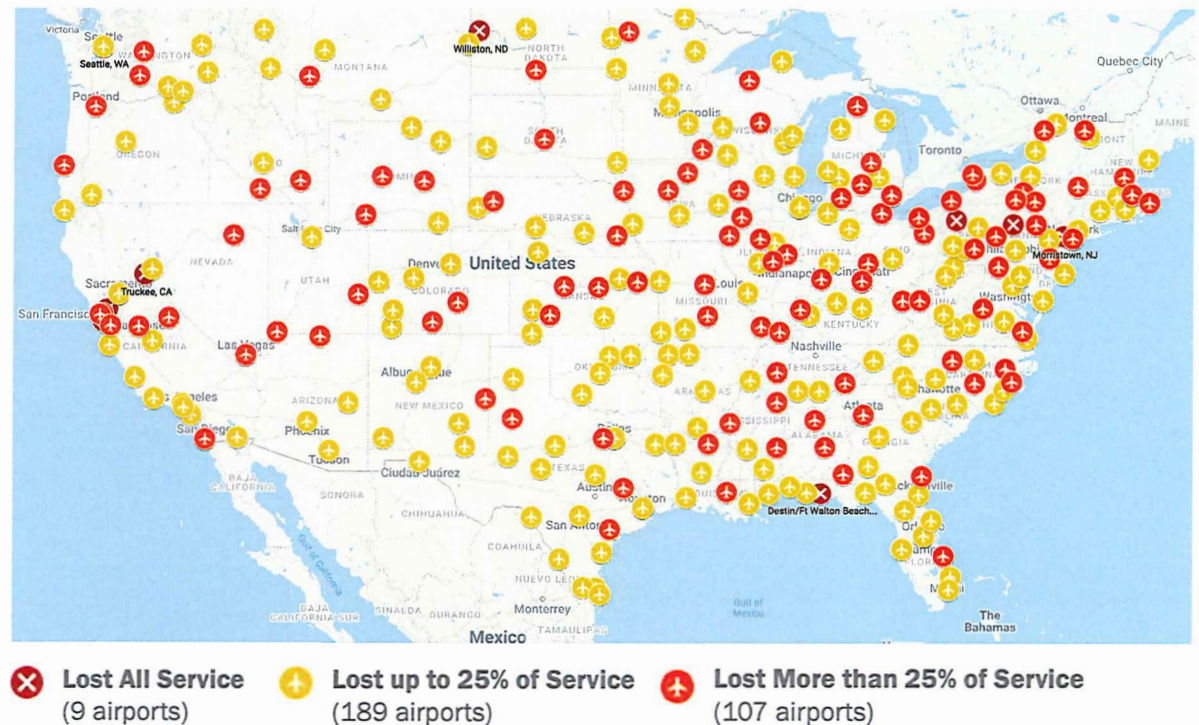


# Dramatic Air Service Loss 1Q2019 vs. 1Q2022

303 (70%) airports experienced loss (loss of all service or reduced departures)

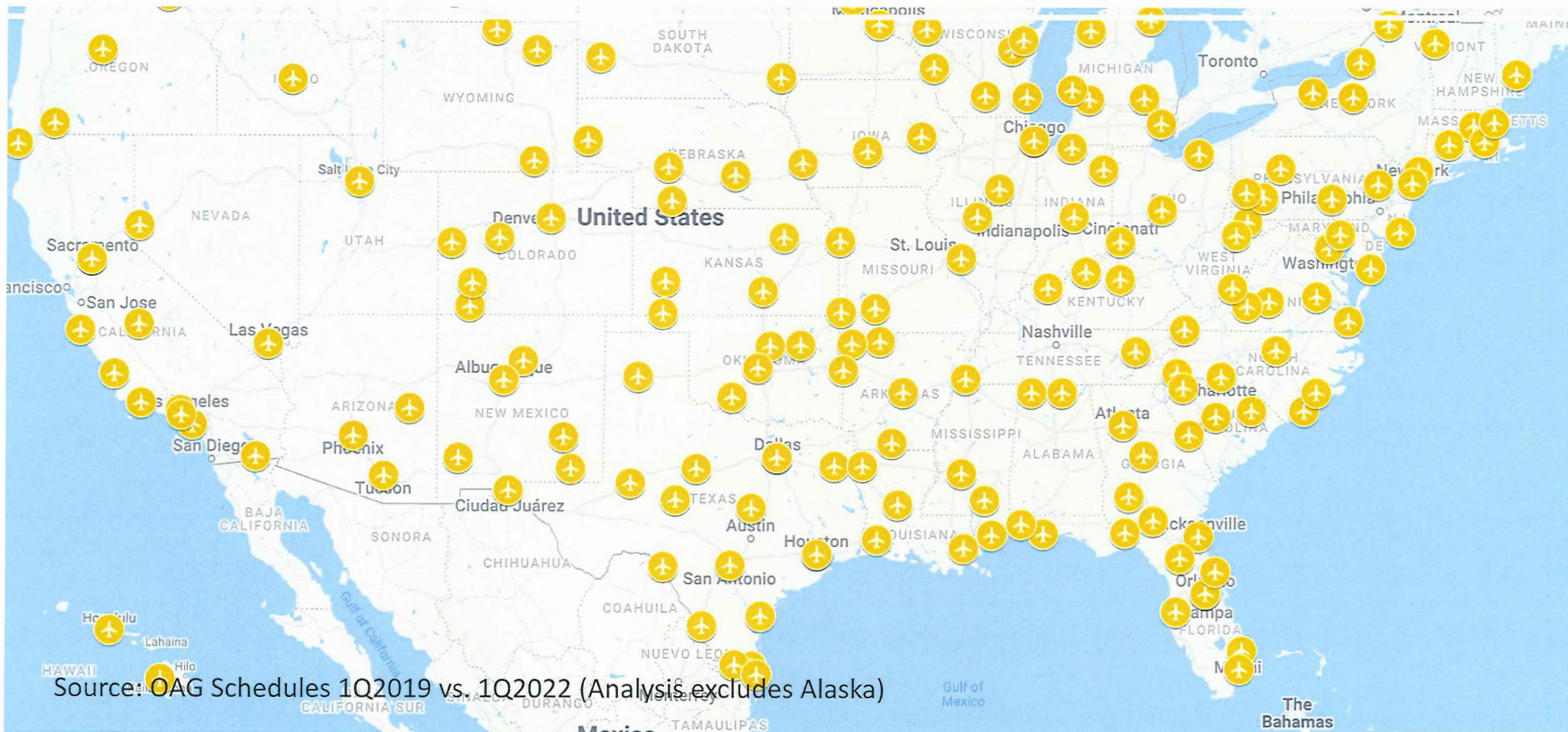
Communities losing service lost an average of 23.4% of their air service.

8 Airports lost all air service.



Source: OAG Schedules 1Q2019 vs. 1Q2022 (Analysis excludes Alaska)

## 188 Communities Lost up to 25% of Their Departures (1Q19 vs 1Q22)







106 Communities Lost Over 25% of Their Departures (1Q19 vs 1Q22)



Source: OAG Schedules 1Q2019 vs. 1Q2022 (Analysis excludes Alaska)



## Steps for a Strong, Long-Term Pilot Supply

- In addition to investing in measures to attract and support pilots, **we must reduce substantial barriers of entry** blocking career access and equity.
- We must ensure students can finance flight training higher education: The cost of pilot training and education exceeds the limits on student loan dollars by about \$80,000; making flight education unreachable for students without wealth or private financing. RAA backs the **Flight Education Access Act** to close this gap.
- We must create more and better FAA-approved structured training pathways. Proficiency-based structured pilot training pathways produce pilots with the highest proficiency; but schools are full and qualified candidates often lack financial access. **More and better FAA-approved qualification pathways** hold the key to **improving career access** and **raising the bar** on training safety standards.
- **We must ensure that all solutions continue to put safety first:** The *Airline Safety Act* specifically directed the FAA to allow academic training courses to be credited toward the total flight hours where it determines the courses will enhance safety. The intent of this provision is to incentivize airlines and flight training programs to continually improve and modernize academic training for pilots.
- We must give short term solutions, such as letting experienced pilots fly until 68 and streamlining visas approvals for experienced foreign pilots, due consideration. These will provide **short-term relief** while holistic solutions take hold.
- It is no longer simply about bringing new pilots to the industry. Solutions to **improve training also create opportunity and career access** for candidates traditionally blocked from the career.
- Diversifying the pilot career begins with meaningful **equity and inclusion in the training pipeline**.





**Regional Airline Association**

**Faye Malarkey Black**  
[black@raa.org](mailto:black@raa.org)



## VII A

### Resolution to Approve Purchase of GMC 3500 Sierra Between the Duluth Airport Authority and Kolar Chevrolet.

#### ***Terms:***

- GMC 3500HD \$64,500

#### ***Agreement Overview:***

This agreement includes a GMC 3500HD to replace the current operations vehicle at Sky Harbor.

#### ***Background:***

The operations vehicle is critical to the safe operation of the airfield and will be the primary vehicle to conduct runway, taxiway, and perimeter inspections. It will also be used as the operations command vehicle for emergency operations, and snow removal.

Historically the Duluth Airport has maintained its light equipment fleet with assistance from the Minnesota Department of Transportation. Priorities have changed, while the State continues to be a great partner in funding the focus of that assistance has changed to infrastructure related projects. Based on this the Duluth Airport has deferred light vehicle replacement and focused on maintaining the current fleet until a viable replacement plan was developed. That plan was developed in 2021 as the Airport began executing the plan the challenges faced by the supply chain became evident. Those challenges have forced the Duluth Airport to adapt the original plan.

Typically, vehicles of this type would be purchased off the State contract. As an example, the Airport ordered a vehicle off the State contract in November of last year (Ford F350) it is unknown if that vehicle will ever be built. Further adding to the problem, dealerships have opted out of the State contract until they have rebuilt their inventory. Based on the lack of availability for the foreseeable future the Duluth Airport sought out multiple quotes for standard vehicles from local dealerships. The quoted vehicle will replace a 2000 Chevrolet with over 150,000 miles. If we wait for fleet vehicles that will set back our vehicle replacement plan by 18-24 months and the target vehicles will continue to degrade increasing the risk to operations.



# OrderWORKBENCH

## Order Detail # BNHKPJ

BAC: 118618

BFC: 1

Name: KOLAR CHEVROLET-BUICK-GMC

Current as of 06/22/2022 - 10:56 AM EDT

---For Dealer Use Only---

### BAC Information

Charge-to BAC 118618

Charge-to BFC 1

Ship-to BAC 118618

Ship-to BFC 1

Contact Name KEVIN

Phone # 2187277481

HOLTE

DAN DAIR

Stock No. HOLTE

### Model/Order Information

Model Year: 2022

Division: GMC

Distrib. Entity: RET

Order Type: TRE - Retail Stock

Allocation Group: GHDCRW

Model: TK30743 - 3500HD

Sierra: Crew Cab

Standard Box, 4WD

MSRP w/DFC †: W/A

Event Description: 3800 - Produced

Priority: 1

VIN: 1GT49TE76NF341759

Estimated Delivery Date:

### Vehicle Specifications

PEG: 3SA - SLE

Trim: H0U - 3SA/3SB/3VL/1SA--Cloth, Jet Black,  
Interior Trim

Primary Color: GSK - Cayenne Red Tintcoat

Engine: L8T - Engine: 6.6L, Gasoline V-8, SIDI

Emissions:

Transmission: MYD - 6-Speed Automatic

Ordered Options: A2X: Power Seat Adjuster  
(Driver's Side)

A48: Rear Window, Power Sliding with  
Defogger

AKO: Deep Tinted Glass

ATH: Keyless Open & Keyless Start

AU3: Power Door Locks

AY0: Airbags-frontal, front seat side-impact  
and roof-rail

AZ3: Seats: Front 40/20/40

B1J: Liner, Rear Wheelhouse

Split-Bench, Full Feature



## OrderWORKBENCH

B30: Floor Covering: Carpet,  
Color Keyed  
C49: Defogger, Rear Window  
Electric  
CJ2: Climate Control, Electronic  
- Dual-zone  
DBG: Mirrors, O/S: Man. Ext &  
Folding, Heat, Turn Indicator  
FE9: Federal Emissions  
GT4: Rear Axle: 3.73 Ratio  
JGL: GVW Rating 11,350 Lbs  
K05: Engine Block Heater  
K47: Heavy Duty Air Filter  
K14: 120 Volt Electrical  
Receptacle, In Cab  
N37: Steering Column, Manual  
Tilt & Telescoping  
NZZ: Skid Plates  
PDQ: Preferred Package for  
SLE or Elevation  
PTT: Trailer Tire Pressure  
Monitor Sensors: Set of 4  
PZ8: Hitch Guidance with Hitch  
View and Image Adjustment  
QK2: GMC MultiPro Tailgate  
R7O: Rear Seat: Folding with  
Storage Package  
RFQ: Focused Ordering  
Configuration  
T3U: LED Fog Lamps, Front  
U01: Roof Marker Lamps  
UE1: OnStar Communication  
System  
UVB: Rear Vision Camera, HD  
V76: Recovery Hooks  
VK3: Front License Plate  
Mounting Provisions  
X31: Off-Road Package  
BTV: Remote Vehicle Starter System  
CGN: Bed Liner, Spray-on, Black Textured  
Polyurea  
CMT: Gooseneck / 5th Wheel Prep  
Package  
E63: Body: Pick-Up Bed  
G80: Auto Locking Differential, Rear  
IOS: GMC Premium Infotainment Plus, 8"  
P/U Screen, 10.2" SUV  
JL1: Integrated Trailer Brake Controller  
K34: Cruise Control  
K13: Heated Steering Wheel  
KW5: Alternator, 220 AMP  
NQF: Transfer Case: w/ Rotary Dial  
Control, Electronic Shift  
PCQ: SLE Convenience Package  
PDU: SLE Value Package  
PXD: Wheels: 18" Machined Aluminum w/  
Black Accents  
QF6: Tires: LT275/70 R18 All Terrain,  
Blackwall  
QT5: Tailgate Function--Manual w/ Assist,  
Pwr Release  
R9M: OnStar Premium Package---36  
Months  
RIA: LPO - All Weather Interior Floor Liners  
T4L:  
U2K: SiriusXM Satellite Radio (subscription)  
UF2: Lighting, Cargo Box, LED  
V46: Bumper, Front, Chrome  
VJH: Bumper, Rear, Chrome Step  
VYU: Snow Plow Prep / Camper Package  
YM8: LPO Processing Option  
Z82: Trailering Package



## OrderWORKBENCH

Z6A: Gooseneck / 5th Wheel

Prep Package

ZYG: Tire, Spare: LT275/70 R18

All Terrain, Blackwall

---

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to [GMPricing.com](http://GMPricing.com) for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.



## VII B

### Resolution to Approve Purchase of a Runway Deice Trailer Between the Duluth Airport Authority and Tyler De-ice.

**Terms:**

- Tyler 110 Trailer Mounted De-Icer \$142,780

**Agreement Overview:**

This agreement includes a Trailer Mounted De-icer with 50' boom, 2000-gallon Stainless Steel Tank, powered by a 20 HP Honda Engine.

**Background:**

Changing weather patterns, snow removal fleet mix and FOD control have led the Operations Department to look for better, more efficient means of ice control in the movement area. Historically, snow and ice control has been accomplished using mechanical (sweeping) as the primary, increased friction (sand) as the secondary, and solid de-icing chemical as the final means to control ice. Icing events have become more frequent in recent years, this has increased the use of all previously listed mitigation efforts. Increased use of mechanical and friction methods has increased the level of FOD on the field. To this point the Operations Team has used magnet trailers to reduce the level of FOD to an acceptable level. De-icing fluid will become a fourth tool to mitigate icing within the movement area. It will not replace any of the existing tools but will reduce the time needed to clear the ice and reduce FOD related to the existing removal methods.

Based on the square footage of the Duluth Airports priority 1 snow removal pavement (3,435,518) and a calculated .5 gallons per 1000 square feet. The Airport needs to disperse 1,717 gallons of de-ice fluid per event, the 2,000-gallon tank meets that requirement.



**MACQUEEN**  
EQUIPMENT



**MACQUEEN**  
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

**Ship To:** DAA MAINTENANCE FACILITY  
4875 MALSTROM STREET  
DULUTH, MN 55811

**Invoice To:** DULUTH AIRPORT AUTHORITY  
Duluth Int'l Airport  
4701 Airport Dr  
Duluth MN 55811

Branch 01 - ST PAUL MN		
Date 07/07/2022	Time 11:12:32 (O)	Page 1
Account No DULUT002	Phone No 2187272968	Est No 04 Q02551
Ship Via BEST WAY	Purchase Order PENDING	
Tax ID No		
BOB LARSON		Salesperson 110

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

Description	** Q U O T E **	EXPIRY DATE: 07/29/2022	Amount
New 2022-23 TYLER TAD 110 TRAILER MOUNTED DE-ICER - 50' 3 SECTION BOOM, STAINLESS STEEL TANK, HONDA 20 HP			142780.00
BASE TYLER ICE TAD 1100			
CAB CONTROLLED ENGINE FUNCTIONS			
NC 2000 GALLON STAINLESS STEEL TANK INCLUDES UPGRADED TRAILER/AXLES/TIRES			
NC ELECTRIC REWIND HOSE REEL- 100'HOSE			
NC HYDRAULICALLY DEPLOYED BOOMS			
RED 3-WAY NOZZLES INCLUDED			
PAINTED FAA CHROME YELLOW SS TANK NOT PAINTED			
DELIVERY DULUTH INTERNATIONAL AIRPORT & TRAINING			
SHIP FACTORY DIRECT WITH TRAINING ON SITE			
ONE (1) YEAR WARRANTY- ESTIMATED DELIVERY 180 DAYS ARO			

Authorization: \_\_\_\_\_ Subtotal: 142780.00  
Quote Total: 142780.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE  
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



**MACQUEEN**  
EQUIPMENT



**MACQUEEN**  
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

**Ship To:** DAA MAINTENANCE FACILITY  
4875 MALSTROM STREET  
DULUTH, MN 55811

**Invoice To:** DULUTH AIRPORT AUTHORITY  
Duluth Int'l Airport  
4701 Airport Dr  
Duluth MN 55811

Branch 01 - ST PAUL MN		
Date 07/07/2022	Time 11:12:32 (O)	Page 1
Account No DULUT002	Phone No 2187272968	Est No 04 Q02551
Ship Via BEST WAY	Purchase Order PENDING	
Tax ID No		
BOB LARSON		Salesperson 110

**EQUIPMENT ESTIMATE - NOT AN INVOICE**

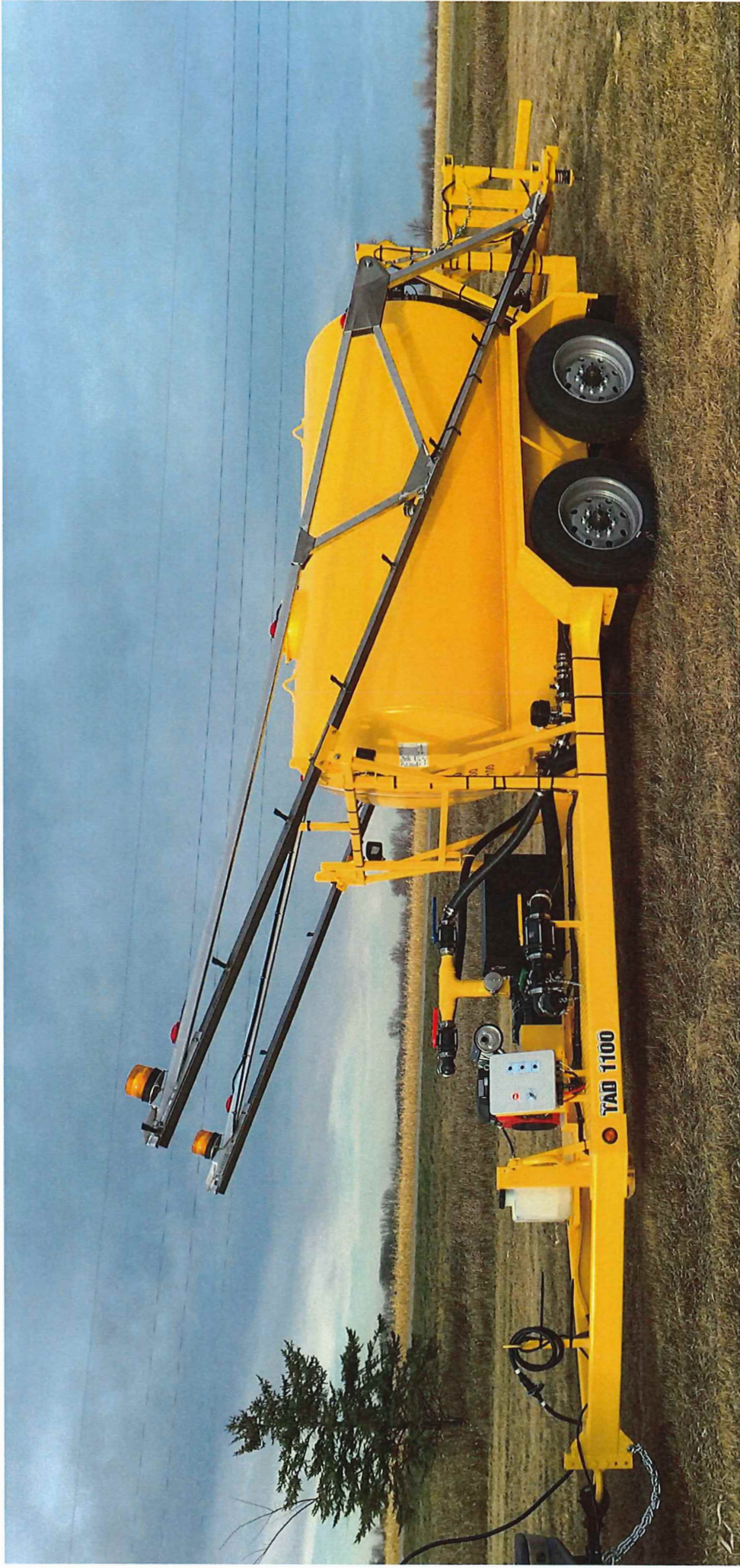
Description      \*\* Q U O T E \*\*      EXPIRY DATE: 07/29/2022      Amount

New 2022-23 TYLER TAD 110 TRAILER MOUNTED DE-ICER -      142780.00  
50' 3 SECTION BOOM, STAINLESS STEEL TANK, HONDA 20 HP  
.  
BASE TYLER ICE TAD 1100  
.  
CAB CONTROLLED ENGINE FUNCTIONS  
.  
NC 2000 GALLON STAINLESS STEEL TANK INCLUDES  
UPGRADED TRAILER/AXLES/TIRES  
.  
NC ELECTRIC REWIND HOSE REEL- 100'HOSE  
.  
NC HYDRAULICALLY DEPLOYED BOOMS  
.  
RED 3-WAY NOZZLES INCLUDED  
.  
PAINTED FAA CHROME YELLOW SS TANK NOT PAINTED  
.  
DELIVERY DULUTH INTERNATIONAL AIRPORT & TRAINING  
.  
SHIP FACTORY DIRECT WITH TRAINING ON SITE  
ONE (1) YEAR WARRANTY- ESTIMATED DELIVERY 180 DAYS ARO

Authorization: \_\_\_\_\_      Subtotal:      142780.00  
Quote Total:      142780.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE  
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL

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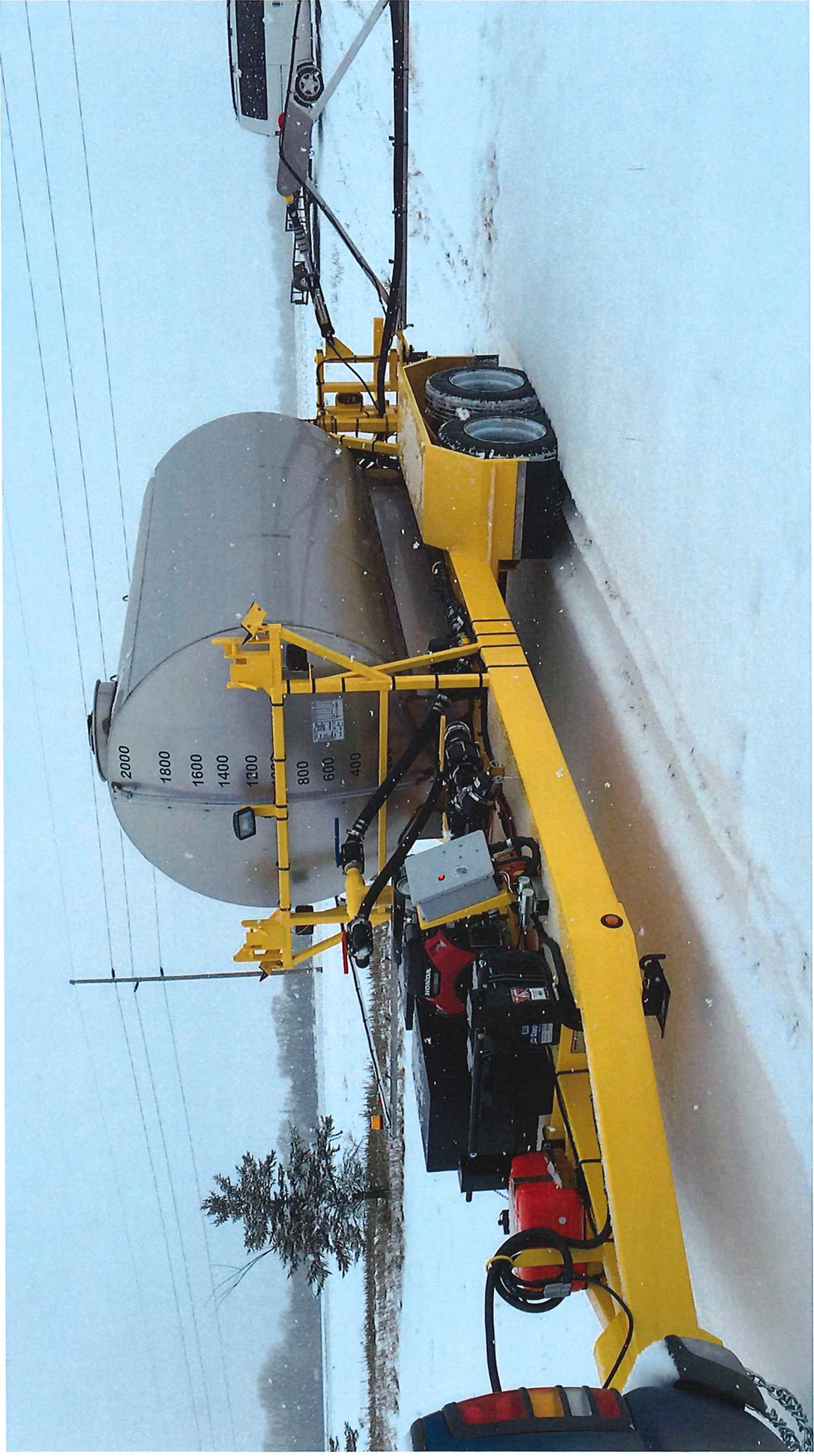


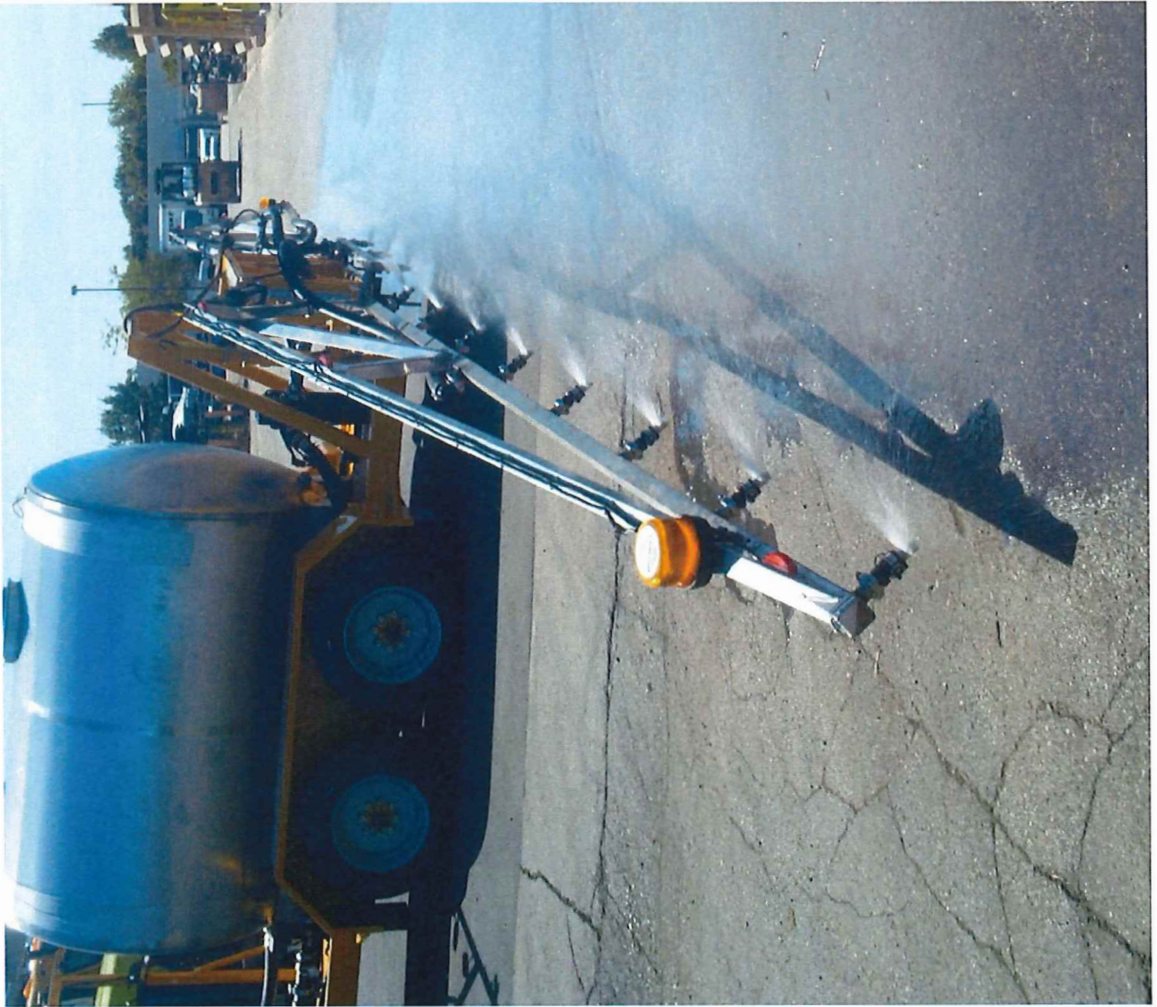
















## VII C

### Duluth Airport Authority

### Short Elliott Hendrickson Inc. (SEH) Work Order 2022-10 for Preliminary and Final Design for the Taxiway A Reconstruction – Phase 3 Project at the Duluth International Airport

#### ***Terms:***

- Estimated start date of August 1, 2022
- Estimated end date of August 1, 2023

#### ***Agreement Overview:***

This work order includes preliminary and final design for the Taxiway A Reconstruction – Phase 3 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 3 of the Taxiway A Reconstruction Program will include approximately 1,150 linear feet of concrete taxiway reconstruction. The reconstructed taxiway will be 75 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 5. There will be approximately 1,200 linear feet of reconstructed concrete taxiway, 50 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 3. The proposed geometry as part of this project will make the reconstructed portion of Taxiway C parallel to Runway 3/21 and the reconstructed portion of Taxiway C3 be perpendicular to the runway to meet current geometric design standards.

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 for federally eligible portions of the scope of work 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). Engineering fees for the federally ineligible portions of the scope of work are anticipated to be fully funded by the Air National Guard.

**WORK ORDER**  
**No. 2022-10**  
**Between**

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

Dated: July 19, 2022

---

**TAXIWAY A RECONSTRUCTION – PHASE 3 (PRELIMINARY DESIGN, ENGINEER'S DESIGN  
REPORT, FINAL DESIGN, PLANS AND SPECIFICATIONS, BIDDING DOCUMENTS)  
DULUTH INTERNATIONAL AIRPORT (DLH)**

This work order includes completion of the Taxiway A Reconstruction – Phase 3 (Preliminary Design, Engineer's Design Report, Final Design, Plans and Specifications, Bidding Documents) Project at the Duluth International Airport (DLH). The contract provisions included in the Master Agreement (dated 1-21-20) between the DAA and SEH remain in effect for this work order.

Estimated start date is August 1, 2022; estimated end date is August 1, 2023.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$632,600.00. Schedule A is \$596,600.00 includes the federally eligible portion of the work. Schedule B is \$36,000.00 and includes the federally ineligible portions of the scope of work.

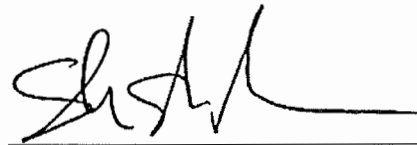
Descriptions of the services to be provided are included in Attachments A-1 and A-2. Detailed estimates of labor cost and expenses are included in Attachments B-1 and B-2.

Point of Contact: Shawn McMahon, Principal

**APPROVED:**

**Duluth Airport Authority (DAA)**

**Short Elliott Hendrickson Inc.**



\_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Title: Principal

Date: \_\_\_\_\_

Date: July 19, 2022

\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_



# ATTACHMENT A-1

## Duluth International Airport (DLH)

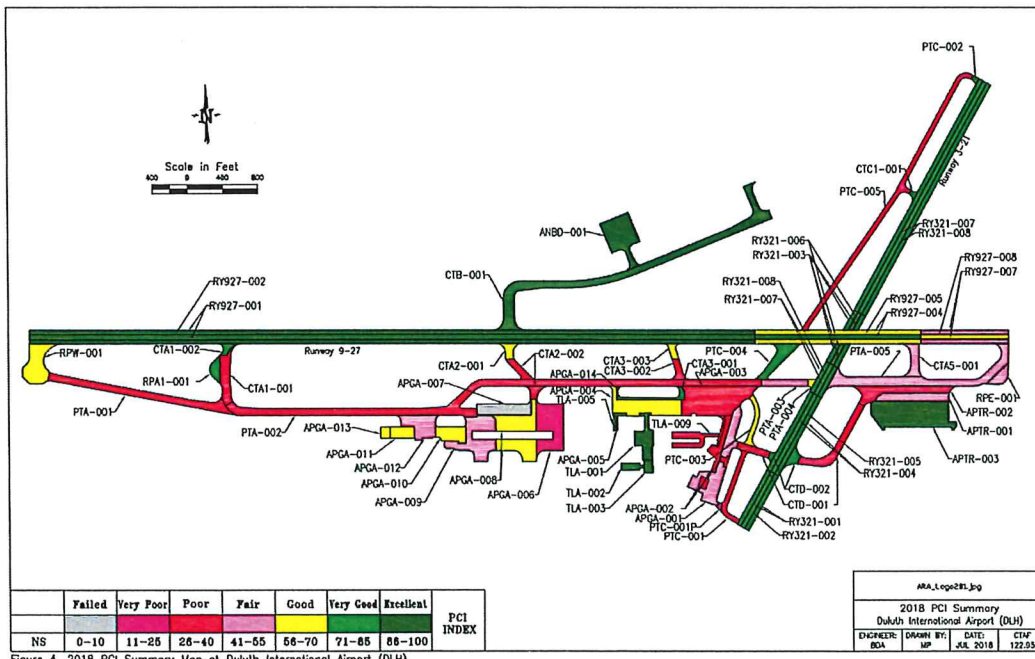
### Taxiway A Reconstruction, Phase 3

#### Scope of Work

#### Schedule A (FAA Eligible)

### *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.



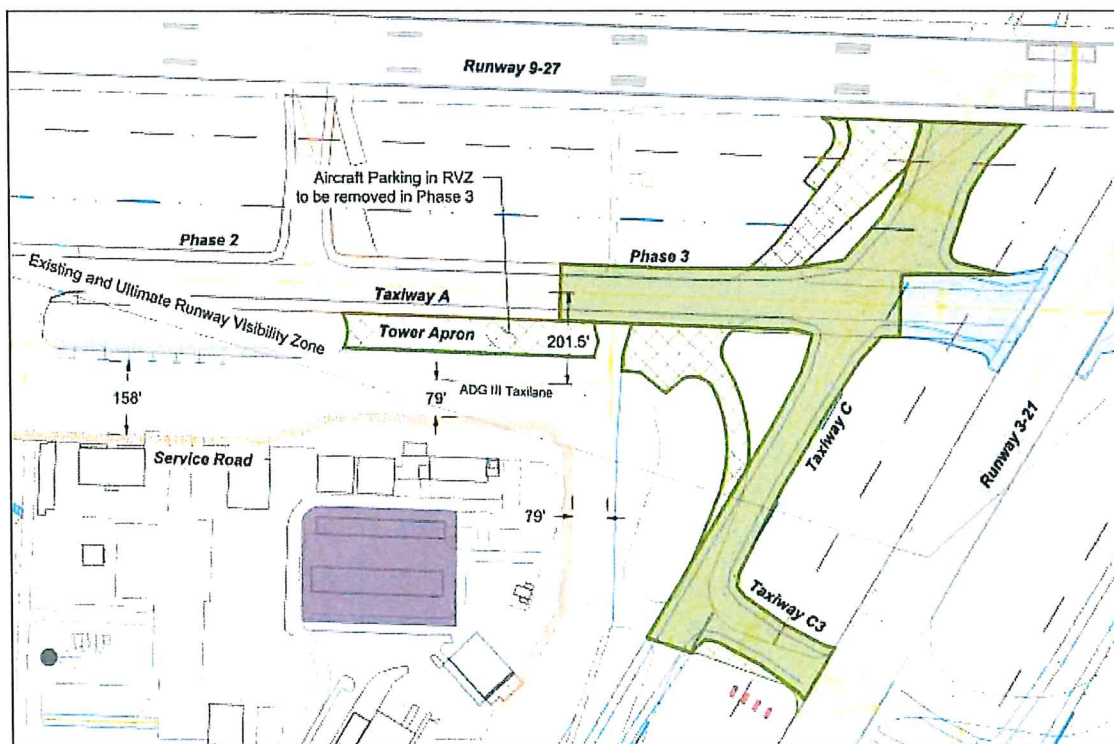
Phase 3 of the Taxiway A Reconstruction Program will include approximately 1,150 linear feet of concrete taxiway reconstruction. The reconstructed taxiway will be 75 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 5. The Taxiway Design Group 5 will be along existing Taxiway A and Taxiway C in between Taxiway A and Runway 9/27. There will be approximately 1,200 linear feet of reconstructed concrete taxiway, 50 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 3. The Taxiway Design Group 3 will be along Taxiway C to the south of Taxiway A and the reconstruction and realignment of Taxiway C3. The proposed geometry as part of this project will make the

reconstructed portion of Taxiway C parallel to Runway 3/21 and the reconstructed portion of Taxiway C3 be perpendicular to the runway to meet current geometric design standards.

In addition to the taxiway reconstruction, there will be approximately 144,000 square feet of pavement removals of existing Taxiway C, Taxiway C3, and portions of the Tower Ramp. These pavement removals will facilitate the removal of aircraft parking within the Runway Visibility Zone. The work will include drainage improvements, including potential storm structure repair or replacement. Additionally, new taxiway lighting and signage will be installed. The associated airfield lighting control system will be modified to match the installed lighting configuration.

Due to the increase of impervious surface area associated with the Taxiway A Reconstruction program and 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 analyze drainage capacity enhancements and stormwater impacts anticipated associated with these increases in impervious surface area. Additionally, this project will include site specific drainage improvements and potential storm structure repair or replacement, as required.

See **Figure 2 – Taxiway A Phase 3 - Project Exhibit** for a graphic that represents the aforementioned project limits.



**Figure 2. Taxiway A Phase 3 - Project Exhibit**

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

**Proposed project schedule:**

July 19, 2022 – DAA Board considers Preliminary and Final Design contract  
April 2023 – Submit Engineer's Design Report  
May 8, 2023 – Final plans and specifications posted for bidding  
June 6, 2023 – Bid opening  
June 20, 2023 – DAA Board to consider Construction and CA contracts  
July 1, 2023 – Grant application submittal  
June 2024 – 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 3
4. Plan Drawings for Taxiway A Reconstruction, Phase 3
5. Construction Bidding Documents for Taxiway A Reconstruction, Phase 3
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** – Eleven (11) geotechnical borings and four (4) pavement cores will be drilled in the location of the proposed reconstruction areas 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.

**Task 2.2 – Topographic Survey** – A topographic survey will be completed in the area of the proposed Phase 3 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.

**Task 2.3 – Utility Investigation** – Hydro-excavation 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 hydro-excavation contractor and preparation of potholing exhibits by SEH for field investigation purposes.

**Task 2.4 – Environmental Determination/CATEX** – SEH will complete a request for environmental Categorical Exclusion (CATEX) for the Taxiway A Phase 3 project. The wetland delineations have been obtained through previous work. 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 3 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 3 project area, with an emphasis on airport drainage areas contributing storm water runoff to the Miller Creek watershed. It is estimated that a 3-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.

### **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 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 will review the existing airfield and electrical system with the electrical subconsultant. Requirements for installation of a new taxiway lighting system will be confirmed. SEH will review preliminary taxiway lighting layout and regulator requirements designed by electrical subconsultant.

**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 document previously completed Categorical Exclusion (CATEX) performed in Task 2.4 for the project. 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 3.

**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 3 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 3 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 3 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 prorations will also be included.

#### **Work Element 4: Plan Drawings for Taxiway A Reconstruction, Phase 3**

Final design and plan drawings for Taxiway A Reconstruction, Phase 3, 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 Construction Safety Plan Narrative document, and other requested information by FAA. This task also includes effort to adjust submitted data as requested by FAA.



**Task 4.4 – Detailed Final Design** – Detailed final design to include establishment of final plan/profile, grading and topographic survey analysis, shoulder impacts from taxiway widening and construction, surface and subsurface drainage design including final stormwater control measures, and other related project elements. Electrical final design will be related to edge lighting, taxiway lighting, and associated components. (See attached work scope from electrical subconsultant).

**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
- Construction Signage Plan
- Statement of Estimated Quantities
- Details and Construction Notes
- Utility Locations Plan
- Storm Sewer Plan and Profile
- 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 3**

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. Bidding documents will be edited individually and sent to the City of Duluth Purchasing Office for review. This task also includes coordination with the City of Duluth Purchasing Office to advertise the project for bid.

**Task 5.2 – Construction Technical Specifications** This task includes creation of construction technical specifications for the project. These specifications will be created from the FAA Advisory Circular 150/5370-10H - Standard Specifications for Construction of Airports and modified for the project. Individual specifications will be edited individually to meet project requirements.

**Task 5.3 – 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 12 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 – Reimbursable Agreement Coordination** – This task includes coordination by the project team with the DAA, multiple FAA lines of business

including Tech Ops, Engineering Services, Air Traffic, and the ADO to coordinate and verify impacts to FAA equipment and cables. This task does not include design or relocation of any FAA equipment, this would be included as an additional task should it be required by the FAA. It is anticipated that there will be six, 1-hour agency virtual meetings, attended by PM, PE, and Planner. The meetings would require 1 hour of preparation time and 1 hour of after meeting coordination and project follow up action for each staff member.

**Task 8.4 – 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 8.5 – 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. Six (6) meetings anticipated, with attendance by Principal and Planner. These are anticipated to be on-line meetings.

**Task 8.6 – DLH Tenant Meetings** –This task includes attendance at DLH tenant meetings to keep airport users apprised of the project and schedule. Six (6) meetings are anticipated. These are anticipated to be on-line meetings and attended virtually.

**Task 8.7 – 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 8.8 – 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. **David's Hydrovac.** David's Hydrovac of Columbus, Minnesota will be performing utility hydroexcavation potholing to confirm the locations of existing utility duct banks and FAA utilities prior to project construction.



**ATTACHMENT A-2**  
**Duluth International Airport (DLH)**  
**Taxiway A Reconstruction, Phase 3**

**Scope of Work**

**Schedule B (FAA Ineligible Tasks)**

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

**General** – Schedule B reflects the same overall project description as Schedule A, but specifically focuses on the portion of the tasks that are not federally eligible, and required to complete the federally ineligible portions of work. These tasks include the design effort required to construct a ADG V/TDG-5 taxiway beyond the FAA eligible ADG 3/TDG III taxiway dimensions.

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

**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. This work is specific to the additional effort required to design and fund the increase in taxiway width for Taxiway A and Taxiway C in between Runway 9/27 and Taxiway A, and coordination with the Air National Guard specific to additional funding. Taxiway C south of Taxiway A and Taxiway C3 are being designed to FAA standards, and are considered eligible.

**Task 1.2 – Project Formulation** – SEH will complete the project and grant pre-application documentation, cost breakdowns and eligibility determinations for the approved scope of work. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard specific to additional funding. This task includes the development and coordination of the Military Construction Cooperative agreement, and subsequent approval.

**Work Element 2: Engineer's Design Report**

**Task 2.1 – 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. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard specific to additional funding.

**Task 2.2 – 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. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

**Task 2.3 – 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 prorations will also be included. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

### **Work Element 3: Plan Drawings for Taxiway A Reconstruction, Phase 3**

Final design and plan drawings for Taxiway A Reconstruction, Phase 3, will be prepared in accordance with federal and state guidelines. FAA Advisory Circular (AC) 150/5300-13A, *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 3.1 – Detailed Final Design** – The final design will include the design of the additional 25 feet of taxiway width and the additional 5 feet of taxiway shoulder width.

**Task 3.2 – Plan Production** – A few plan sheets will require additional effort to create due to the increased width of Taxiway A and the shoulders. It is anticipated that Construction Safety and Phasing, Utility Locations, Typical Sections, Plan and Profile, Jointing, and Pavement Marking drawings will require some level of additional effort.

### **Work Element 4: Quality Control Reviews**

**Task 4.1 – 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. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

**Work Element 5: Project Management** – This task includes the overall project management of Work Elements 1 through 6 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 5.1 – 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 12 design meetings, of which, a portion of them will be discussing ineligible areas.

**Task 5.2 – Agency Meetings** –This task includes two meetings by the design team with the 148th Fighter Wing to discuss the project design development, schedule, and any other related items.

**Task 5.3 – 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. This work is specific to the additional effort required to design and fund the increase in taxiway width, and coordination with the Air National Guard.

ATTACHMENT B-1  
ESTIMATED FEES AND EXPENSES  
TAXIWAY A RECONSTRUCTION (PHASE 3)  
ENGINEER'S DESIGN REPORT, FINAL DESIGN, AND PLANS AND SPECIFICATIONS  
SCHEDULE A - FAA ELIGIBLE  
DULUTH INTERNATIONAL AIRPORT (DLH)  
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager	Professional Engineer	Project Engineer	Senior Aviation Planner	Senior CAD Technician	Water Resources Engineer	Survey Crew Chief	Instrument Operator	Admin Technician
<b>Project Formulation</b>											
1.1	Scoping, Review, and Coordination	8	20	20		20					
1.2	FAA Grant Initiation Documentation	8	20	20		20					
<b>Preliminary Design</b>											
2.1	Geotechnical Analysis/Borings		2	16	20		2				
2.2	Topographic Survey		2		2		8		40	40	
2.3	Utility Investigation		2	4	40		16				
2.4	Environmental Determination/CATEX		2			4		20			
2.5	Taxiway A Reconstruction Program Stormwater Management	4	4	8	20	2	16	16	20	20	
<b>Engineer's Design Report</b>											
3.1	General Scope of Work	2	8	4							14
3.2	Photographs			4							
3.3	Applicable AIP Standards		2	4		4					
3.4	Airport Operational Safety Considerations		8	20	20	8	16				
3.5	Pavement Design		8	24	40						
3.6	Drainage Design		4	16	20		40				
3.7	Airfield Electrical Design		2	8							
3.8	Pavement Marking		4	10	16						
3.9	Environmental Considerations		4	4			8	16			
3.10	Existing Utilities		2	8			8				
3.11	Miscellaneous Work Items		4	4							
3.12	Life Cycle Cost Analysis		4	8							
3.13	Modification to AIP Design Standards		4	8		4					
3.14	AIP Non-eligible Work Items		4	4							
3.15	Disadvantaged Business Enterprise (DBE)		4	4							16
3.16	Project Schedule	2	4	8	8	4					
3.17	Engineer's Estimate of Probable Cost		4	8	14		6				
3.18	Preliminary Project Budget	2	6	12	6						
<b>Plan Drawings for Taxiway A Reconstruction, Phase 3</b>											
4.1	Environmental Coordination and Permits		8	8	8	16	16				8
	MPCA NPDES Permit			2			4	8			
	City of Duluth Haul Route Application			4			4				
	City of Duluth Stormwater Permit		2		4			20			
	SWPPP		8	8	8		20	20			
	MPCA Concrete Batch Plant Permit			4	4						
4.2	Construction Safety and Phasing Plan		8	16	20		20				
4.3	7460 Airspace Determination Submittal				8						
4.4	Detailed Final Design										
	Taxiway A, Taxiway C, and Taxiway C3	8	24	40	80	4	80	8			
4.5	Construction Plan Sheets										
	Title Sheet						8				
	Construction Safety Plan		2	4	8		20				
	Construction Phasing Plans		2	8	16	16					
	Construction Signage Plan		2		4		16				
	Statement of Estimated Quantities		4	4	4		16				
	Details and Construction Notes		4	4			16				
	Utility Locations Plan			4	4		20				
	Storm Sewer Plan and Profile										
	Typical Section(s)		4	8	12		20				
	Removal Plan		4	8	8		20				
	Erosion Control Plan and Details		2	8	8		8	24			
	Grading Plan		4	16	40		40				
	Pavement Plan & Profile										
	Alignment Plan			8	8		20				
	Concrete Jointing Plan and Details		4	8	16		20				
	Pavement Elevation Plan Sheets										
	Pavement Marking Plan and Details		4	8	12		20				
	Standard Plates			4			8				
	Cross Sections			4	4		20				
	Airfield Electrical Layout and Details		4	4	4		8				
4.6	Quality Control Site Visit		12	12	12						



ATTACHMENT B-1  
ESTIMATED FEES AND EXPENSES  
TAXIWAY A RECONSTRUCTION (PHASE 3)  
ENGINEER'S DESIGN REPORT, FINAL DESIGN, AND PLANS AND SPECIFICATIONS  
SCHEDULE A - FAA ELIGIBLE  
DULUTH INTERNATIONAL AIRPORT (DLH)  
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager	Professional Engineer	Project Engineer	Senior Aviation Planner	Senior CAD Technician	Water Resources Engineer	Survey Crew Chief	Instrument Operator	Admin Technician
<b>Construction Bidding Documents for Taxiway A Reconstruction, Phase 3</b>											
5.1	Construction Bidding Documents		16	24	40			4			20
5.2	Construction Technical Specifications		4	8	16						
5.3	Construction Management Plan (CMP)		4	8	16						
<b>FAA Construction Plans and Specifications Full Review</b>											
6.1	FAA Coordination		8	16	20	4					
6.2	Completion of Appendix 3		4	16							
6.3	Review and Address FAA Comments		8	8	8		8				
<b>Quality Control</b>											
7.1	Quantity Calculations and Final Engineer's Estimate		7	7	9		7				
7.2	Quality Control Reviews	4	20	20			8				
<b>Project Management and Meetings</b>											
8.1	Design Team Meetings		10	14	16	3	12				4
8.2	Agency Meetings		8	8		8					
8.3	Reimbursable Agreement Coordination	8	40	24		18					
8.4	Airport Authority Meetings	8	8			8					
8.5	Duluth Airport Authority (DAA) Staff Meetings										
8.6	DLH Tenant Meetings		20	20	16	8					4
8.7	Subconsultant Coordination		20	8							
8.8	Overall Project Management	4	20	6							
<b>Total hours per labor category</b>		<b>58</b>	<b>427</b>	<b>607</b>	<b>639</b>	<b>151</b>	<b>579</b>	<b>136</b>	<b>60</b>	<b>60</b>	<b>66</b>

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Principal	58	\$81.89	\$4,749.62
Project Manager	427	\$66.66	\$28,463.82
Professional Engineer	607	\$52.51	\$31,873.57
Project Engineer	639	\$42.69	\$27,278.91
Senior Aviation Planner	151	\$80.91	\$12,217.41
Senior CAD Technician	579	\$44.35	\$25,678.65
Water Resources Engineer	136	\$51.75	\$7,038.00
Survey Crew Chief	60	\$36.75	\$2,205.00
Instrument Operator	60	\$31.50	\$1,890.00
Admin Technician	66	\$31.06	\$2,049.96

Total Direct Labor Costs:	2,783	\$143,444.94
Direct Salary Costs plus Overhead (66.03%)		\$238,161.63
<b>Total Labor Costs</b>		<b>\$381,606.57</b>

Fixed Fee on Labor Costs (15%)	\$57,240.99
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**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Airfield Lighting (Burns and McDonnell)	1	\$109,690.69	\$109,690.69
Geotechnical Investigation (Braun Intertec)	1	\$13,555.00	\$13,555.00
Utility Hydro-Excavation (David's Hydrovac)	1	\$12,320.00	\$12,320.00
Parking	12	\$6.00	\$72.00
Computer Charge	2,783	\$5.81	\$16,169.23
Employee Mileage	1600	\$0.62	\$992.00
Reproductions / Miscellaneous	1	\$5,000.00	\$5,000.00
<b>Total Expenses</b>			<b>\$157,798.92</b>

**SUMMARY:**

Total Labor Costs + Expenses + Fixed Fee	\$596,646.48
<b>Estimated Total</b>	<b>\$596,600.00</b>

ATTACHMENT B-2  
ESTIMATED FEES AND EXPENSES  
TAXIWAY A RECONSTRUCTION (PHASE 3)  
ENGINEER'S DESIGN REPORT, FINAL DESIGN, AND PLANS AND SPECIFICATIONS  
SCHEDULE B - FAA INELIGIBLE  
DULUTH INTERNATIONAL AIRPORT DLH)  
DULUTH, MINNESOTA

Task No.	Task Description	Principal	Project Manager	Professional Engineer	Project Engineer	Senior Aviation Planner	Senior Technician	Water Resources Engineer	Admin Technician
<i>Project Formulation</i>									
1.1	Scoping, Review, and Coordination	2	8	4		8			
1.2	Project Formulation	2	4	4		4			
<i>Engineer's Design Report</i>									
2.1	General Scope of Work	4	4	8					2
2.2	Engineer's Estimate of Probable Cost		4	8	8		2		
2.3	Preliminary Project Budget		1	4	2				
<i>Plan Drawings for Taxiway A Reconstruction, Phase 3</i>									
3.1	Detailed Final Design								
	<i>Taxiway A and Taxiway C</i>		8	16	40		20		
3.2	Plan Production		8	16	20		40		
<i>Quality Control</i>									
4.1	Quantity Calculations and Final Engineer's		4	8	8		4		
<i>Project Management and Meetings</i>									
5.1	Design Team Meetings		4	2		1			1
5.2	Agency Meetings		1	1		1			
5.3	Overall Project Management	2	4						
	Total hours per labor category	10	42	55	58	14	26	0	3

**ESTIMATE OF LABOR COSTS:**

Labor Category	Hours	Rate	Extension
Principal	10	\$81.89	\$818.90
Project Manager	42	\$66.66	\$2,799.72
Professional Engineer	55	\$52.55	\$2,890.31
Project Engineer	58	\$42.69	\$2,476.02
Senior Aviation Planner	14	\$80.91	\$1,132.74
Senior Technician	26	\$44.35	\$1,153.10
Water Resources Engineer	0	\$51.75	\$0.00
Admin Technician	3	\$31.06	\$93.18
Total Direct Labor Costs:	208		\$11,363.97
Direct Salary Costs plus Overhead (66.03%)			\$18,867.59
Total Labor Costs			\$30,231.56
Fixed Fee on Labor Costs (15%)			\$4,534.73

**ESTIMATE OF EXPENSES:**

Direct Expenses	Quantity	Rate	Extension
Computer Charge	208	\$5.81	\$1,208.48
Total Expenses			\$1,208.48

**SUMMARY:**

Total Labor Costs + Expenses + Fixed Fee	\$35,974.77
Estimated Total	\$36,000.00

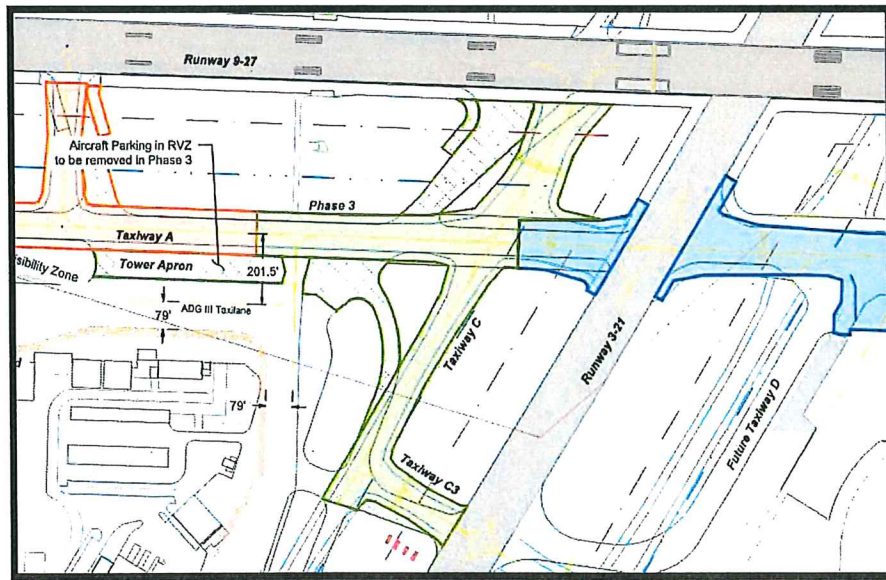
## Duluth International Airport

### Taxiway A Reconstruction Phase 3 - Electrical Design Services

#### Scope of Work

**Overall Project Scope.** The ultimate project scope of work will involve the production of the Engineers Design Report and the final design for reconstruction of Phase Three of existing parallel Taxiway Alpha at the Duluth International Airport. The Phase 3 project scope includes approximately 1,150 linear feet of concrete taxiway, 75 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 5. The Taxiway Design Group 5 will be along existing Taxiway A and Taxiway C in between Taxiway A and Runway 9/27. There will be approximately 1,200 linear feet of concrete taxiway, 50 feet in width, with bituminous shoulders that will be designed to be Taxiway Design Group 3. The Taxiway Design Group 3 will be along Taxiway C to the south of Taxiway A and the reconstruction and realignment of Taxiway C3. In addition to the taxiway reconstruction, there will be approximately 144,000 square feet of pavement removals of existing Taxiway C, Taxiway C3, and a portion of the Tower Ramp. These pavement removals will facilitate the removal of aircraft parking within the Runway Visibility Zone. The work will include drainage improvements, including potential storm structure repair or replacement. Additionally, new taxiway lighting and signage will be installed. The associated airfield lighting control system will be modified to match the installed lighting configuration.

#### Electrical Design Scope, Taxiway Alpha Phase 3



**EXHIBIT 1: PROJECT SCOPE OF WORK**

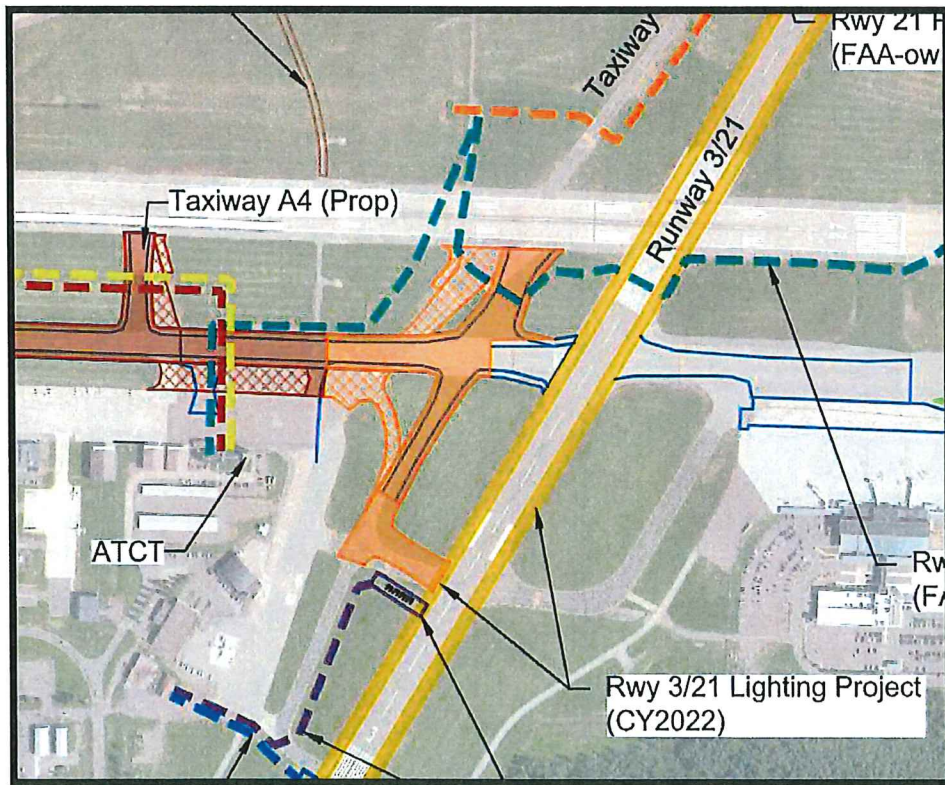
Design for the L-861T(L) elevated taxiway edge Light Emitting Diode (LED) type lighting fixtures and corresponding infrastructure (i.e. lighting can, drainage, conduit, wire, etc.) will be provided. See



**EXHIBIT 1** for the work along Taxiway Alpha, Taxiway C, and Taxiway C3. The project will remove, update, and replace all lighting and signage as necessary.

**Additional Scope Items:**

- Coordination with the FAA and potential relocation of FAA owned electrical infrastructure. Including, but potentially not limited to, the Runway 27 MALSR/LOC Communications Circuit. See EXHIBIT 2. Review any potential for relocation of ARNG electrical infrastructure.
- Review of Runway 9-27 Edge Lights in the footprint of the Phase 3 project. Design any alteration from elevated edge light to in pavement light.
- Alteration or relocation of any electrical structures in the project footprint.
- Coordination of Phase 3 with surrounding phases currently in construction.
- Design to include the addition of fixtures to base cans in the new grass area at the Tower Apron.
- It is assumed that no work will be needed for either Runway PAPIs located near the footprint of the project.



**EXHIBIT 2: FAA COORDINATION**

## **Elements of Work for the Final Electrical Design Scope.**

### **1. PROJECT MEETINGS:**

- a. The Consultant will attend 4 (1-hour) virtual project review meetings with the DAA with two engineers.
- b. The Consultant will attend 8 (1-hour) virtual project meetings to discuss design coordination and deliverables with two engineers.
- c. An in-person site visit will be conducted. 1 Engineer (8-hours)

### **2. FULL DESIGN PRODUCTION:**

- a. The Consultant will review all existing airport documents. Plans, as-builts, etc.
- b. The Consultant will produce the electrical components for the 60%, and Final Engineer's Design Report (EDR).
- c. The Consultant will produce 60%, 90%, and Issued for Bid plans. The plans include but are not limited to the following:
  - Electrical Legend, Light Fixture Schedule, and Abbreviations.
  - Electrical Notes
  - Electrical Demolition Plans (5 Grids)
  - Electrical Overall Plan
  - Electrical Site Plans 1 of 2 (5 Grids)
  - Electrical Sign Legend
  - Home Run (Vault) Plan
  - Electrical Details (3 Sheets)
- d. The Consultant will produce 60%, 90%, and Issued for Bid Specifications. The specifications include but are not limited to the following:
  - L-108 Underground Power Cable for Airports
  - L-109 Airport Transformer Vault and Vault Equipment
  - L-110 Airport Underground Electrical Duct Banks and Conduits
  - L-115 Electrical Manholes and Junction Structures
  - L-125 Installation of Airport Lighting Systems
- e. The Consultant will produce 60%, 90%, and Issued for Bid Cost estimates.
- f. The Consultant will respond to SEH, FAA, and DAA comments from the 60%, and 90% submittal reviews.

### **3. BIDDING:**

- a. The Consultant will attend a virtual pre-bid meeting (1-hour)
- b. The Consultant will respond to contractor bid inquiries.

### **4. SCHEDULE**

- a. The timing of these services will be coordinated with SEH with an anticipated bidding date in Spring 2024 and construction 2024.

**5. COST OF SERVICES:**

- a. The attached fee estimate details the hours and fee proposal for the various elements of work to be undertaken as part of the project. Burns & McDonnell will bill SEH monthly for services provided.
- b. Project Management and Administration services are provided in this proposal.
- c. No construction Administration services are included in this proposal, including the production of Issued for Construction contract documents.

SEH  
2022 Taxiway Alpha PH3

BURNS & MCDONELL ENGINEERING FEE PROPOSAL  
June 2022

		Project Manager	Civil Engineer	Electrical Engineer	CADD Staff	Admin	Task Hours	Task Cost
Task No.	Task Description							
<b>I</b>	<b>Design Tasks</b>							
1	Project Meetings	2	8	8			18	\$ 3,000.38
2	Attend Design Review Meetings (Include Site Visit)	2	12	4			18	\$ 2,852.94
3	Produce Engineers Design Report	2	6	36	4	2	50	\$ 7,051.83
4	Produce Drawings	16	12	230	230	2	490	\$ 60,915.79
5	Produce Specifications	2	2	24		2	30	\$ 4,311.59
6	Produce Cost Estimates	2	8	36		2	48	\$ 6,968.03
7	Project Management	45				8	53	\$ 9,468.31
8	Existing Utility Coordination	24	24	40	40		128	\$ 12,431.92
<b>II</b>	<b>Bidding Tasks</b>							
1	Pre-Bid Meeting and Bid Inquiry Responses	1	1	8	8		18	\$ 2,289.89
<b>III</b>	<b>Other Direct Costs</b>							
1	Reproduction Costs							\$ 200.00
2	Travel							\$ 200.00
	<b>Grand Total</b>							\$ 109,690.69



June 23, 2022

Proposal QTB160977

Clint Sciacca, PE  
SEH, Inc.  
3535 Vadnais Center Drive  
Saint Paul, MN 55110

Re: Proposal for a Geotechnical Evaluation  
Proposed Taxiway A Reconstruction, Phase 3  
Duluth International Airport  
4701 Grinden Drive  
Duluth, Minnesota

Dear Mr. Sciacca:

Braun Intertec Corporation respectfully submits this proposal to complete a geotechnical evaluation for the proposed reconstruction of Phase 3 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 approximately 700 feet of Taxiway A, 1350 feet of Taxiway C, and the adjacent Connector Taxiway C3. 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 taxiways and adjacent connector taxiway.

## **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.

AA/EOE

### **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. A Braun Intertec representative will arrange an on-site utility meet with the notified locators at the project site. 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 11 standard penetration test (SPT) borings for the project, extending them to 10 feet. 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 of the soil boring locations and 4 additional locations where pavement removals are planned. The cores will be extracted and visually evaluated. Thicknesses and pavement

condition within the cores will be reported. We understand this work will take place when temperatures are above freezing.

### **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 11 moisture content tests, 3 Atterberg limits tests, 3 sieve hydrometer analyses, 3 mechanical analyses (through a #200 sieve only), 3 modified Proctor tests, and 3 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 about 4 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 3 weeks 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 \$13,555, 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. We have budgeted for nighttime work for a portion of the field work. 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](mailto:atast@braunintertec.com)).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, EIT  
Staff Engineer



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

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

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Authorizer's Firm

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Authorizer's Signature

---

Authorizer's Name (please print or type)

---

Authorizer's Title

---

Date



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 = \$5,760.00

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

Total Project cost for 2 – 16 Hour working days = \$12,320.00

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 will be invoiced at the above rates. All backfill will be completed by the airport we will haul there material for the backfilling, also water fill and disposal will be provided by the airport like the last time we worked at this site, Mob and DE/Mob included.



Mike Waldenburg

Project Manager

Mobile: 651-363-1174

[mikew@davidshydrovac.com](mailto:mikew@davidshydrovac.com)

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



# VII D

## Duluth Airport Authority Balance Sheet End of May 2022

Financial Row	Amount
<b>ASSETS</b>	
Current Assets	
Bank	\$7,262,427.73
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$39,720.17
Accounts Receivable Billed	\$472,613.53
Allowance for Doubtful Accounts	(\$9,678.20)
Total Accounts Receivable	\$502,655.50
Other Current Asset	\$196,635.38
Total Current Assets	\$7,961,718.61
Fixed Assets	
Accumulated Depreciation	(\$142,013,979.58)
Capital Assets	\$254,982,333.49
Work in Progress	\$1,988,088.13
Total Fixed Assets	\$114,956,442.04
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	\$126,510,798.95
<b>Liabilities &amp; Equity</b>	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$184,864.29
Contracts Payable	\$628,908.78
Lottery Payable	\$4,393.37
Total Accounts Payable	\$818,166.44
Credit Card	\$5,891.92
Other Current Liability	
Accrued Expense	(\$3,766.66)
Accrued Interest	\$66,847.40
Accrued Sales Taxes Payable - All	\$1,020.35
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	\$135,062.04
Total Other Current Liability	\$2,353,287.80
Total Current Liabilities	\$3,177,346.16
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	\$97,568,967.03
Net Income	(\$215,074.19)
Total Equity	\$113,975,561.54
Total Liabilities & Equity	\$126,510,798.95

**Duluth Airport Authority**  
**Income Statement**  
**From Jan 2022 to May 2022**

<b>Financial Row</b>	<b>Amount</b>
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$2,775.00
Concession Revenue	
ATM	(\$441.50)
Car Rental Concession	\$53,747.71
Food & Beverage Concession	(\$39,748.62)
Lottery Concessions	\$609.64
Parking	\$525,629.29
Per Passenger Fee	\$10,498.00
Services/Other	\$250.00
TNC Per Trip Fee	\$3,802.50
Vending	(\$3,545.40)
Total - Concession Revenue	\$550,801.62
Customer Facility Charges	\$78,444.00
Miscellaneous Revenues	\$33,196.79
Parking	\$91,435.53
Permits	\$10,929.97
Plowing Services	\$11,712.50
Reimbursed Expenses	\$34,737.42
Rent	\$101,880.41
Sponsorship Income	\$62,000.00
State Aid	\$11,810.86
Total - Non-Aeronautical Revenue	\$989,724.10
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$10,189.31
Concession Revenue	
Flight Training/Tour Operations	\$5,226.02
Fuel Flowage Fees	\$36,340.52
Hangar Rent	\$2,255.19
Landing Fees	\$6,577.87
Mechanic	\$1,224.39
Misc Sales/Other	\$2,152.52
Total - Concession Revenue	\$53,776.51
Landing Fees	\$14,799.79
Ramp Fees	\$9,298.08
Rent	\$468,391.09
Security Reimbursement	\$42,056.00
Tie Downs	\$455.00
Total - Non-Passenger Aeronautical Revenue	\$598,965.78
Passenger Airline Aeronautical Revenue	
Landing Fees	\$115,827.65
Terminal Office/Space Rental	\$410,663.37
Total - Passenger Airline Aeronautical Revenue	\$526,491.02
Total - Income	\$2,115,180.90
Gross Profit	\$2,115,180.90
Expense	
Miscellaneous Expenses	\$20,232.91
Personnel Compensation & Benefits	
Benefit Administration Fees	\$386.10
Employer Contributions for Retirement	\$88,739.60
Employer Paid Insurance	\$156,041.37
Retiree Benefits	\$42,563.30
Wages & Salaries	\$672,833.99
Worker's Compensation	\$15,195.40

Financial Row	Amount
Total - Personnel Compensation & Benefits	\$975,759.76
Services and Charges	
Advertising	\$1,432.00
Badging	\$1,500.00
Central Services Fee	\$18,833.30
Communications & Technology	\$105,723.49
Employee Development Services	\$20,029.08
Employee Physicals	\$694.00
Insurance	\$41,578.10
Marketing	\$58,485.57
Professional Services	\$149,352.85
Rentals	\$2,518.43
Repairs and Maintenance - Contractual/Services	\$164,752.68
Sponsorship Expenses	\$4,782.00
Transportation	\$236.51
Utility Services	\$300,236.34
Total - Services and Charges	\$870,154.35
Supplies	
Merchandise for Resale	\$8,141.42
Office Supplies	\$28,834.46
Operating Supplies	\$94,361.40
Repairs & Maintenance Supplies	\$115,472.80
Total - Supplies	\$246,810.08
Total - Expense	\$2,112,957.10
Net Ordinary Income	\$2,223.80
Other Income and Expenses	
Other Income	
Capital Contributions	(\$352,937.53)
Non-Operating Revenue	\$202,486.94
Total - Other Income	(\$150,450.59)
Other Expense	
Non-Operating Expense	\$66,847.40
Total - Other Expense	\$66,847.40
Net Other Income	(\$217,297.99)
Net Income	(\$215,074.19)

**Duluth Airport Authority**  
**DAA Board Packet Budget vs. Actual Summary**  
**From Jan 2022 to May 2022**

**UNAUDITED**

Financial Row	Prior Year Actual (Jan 2021 - May 2021)	Current Year Actual (Jan 2022 - May 2022)	Budget Amount (Jan 2022 - May 2022)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2022 - Adjust 2022 )
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
Non-Aeronautical Revenue	1,096,574	989,724	1,045,061	94.70%	(106,850)	(55,337)	2,907,180
Non-Passenger Aeronautical Revenue	569,179	598,966	580,084	103.26%	29,786	18,882	1,485,468
Passenger Airline Aeronautical Revenue	563,007	526,491	502,874	104.70%	(36,516)	23,617	1,236,318
<b>Total - Income</b>	<b>2,228,760</b>	<b>2,115,181</b>	<b>2,128,019</b>	<b>99.40%</b>	<b>(113,579)</b>	<b>(12,838)</b>	<b>5,628,966</b>
<b>Gross Profit</b>	<b>2,228,760</b>	<b>2,115,181</b>	<b>2,128,019</b>	<b>99.40%</b>	<b>(113,579)</b>	<b>(12,838)</b>	<b>5,628,966</b>
<b>Expense</b>							
Miscellaneous Expenses	30,155	20,233	13,244	152.77%	(9,922)	6,989	36,670
Personnel Compensation & Benefits	926,019	975,760	1,040,258	93.80%	49,741	(64,499)	2,639,812
Services and Charges	818,511	870,154	950,083	91.59%	51,643	(79,929)	2,127,207
Supplies	276,502	246,810	248,016	99.51%	(29,692)	(1,206)	674,195
<b>Total - Expense</b>	<b>2,051,187</b>	<b>2,112,957</b>	<b>2,251,602</b>	<b>93.84%</b>	<b>61,770</b>	<b>(138,645)</b>	<b>5,477,884</b>
<b>Net Ordinary Income</b>	<b>177,573</b>	<b>2,224</b>	<b>(123,584)</b>	<b>-1.80%</b>	<b>(175,350)</b>	<b>125,807</b>	<b>151,083</b>
<b>Other Income and Expenses</b>							
Other Income	184,010	335,730	694,403	48.35%	151,720	(358,673)	1,675,674
Other Expense	103,602	66,847	118,964	56.19%	(36,754)	(52,116)	285,512
<b>Net Other Income</b>	<b>80,408</b>	<b>268,883</b>	<b>575,440</b>	<b>46.73%</b>	<b>188,474</b>	<b>(306,557)</b>	<b>1,390,162</b>
<b>Net Income Exclusive of Project Expenses, Depreciation &amp; Amortization</b>	<b>257,982</b>	<b>271,106</b>	<b>451,856</b>	<b>60.00%</b>	<b>13,125</b>	<b>(180,750)</b>	<b>1,541,244</b>
Projects/Grants	(2,071,791)	(486,181)	4,905,715	-9.91%	1,585,610	(5,391,895)	11,773,715
Depreciation & Amortization	(4,653,112)	0	(4,626,168)	0.00%	4,653,112	4,626,168	(11,102,803)
<b>Net Income</b>	<b>(6,466,921)</b>	<b>(215,074)</b>	<b>731,403</b>	<b>-29.41%</b>	<b>6,251,847</b>	<b>(946,477)</b>	<b>2,212,157</b>

- 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 \$180k.
- The largest variance from budget in operating revenues comes from the concessions due to the application of the APRA concessionaire relief and CFC concessionaire relief, the total appears to be 67k under budget due to the credits. Non-Aeronautical Revenue is \$55k under budget overall, Non-passenger aeronautical revenue is about 18k over budget and passenger airline aeronautical revenue is nearly 23k over budget. We assumed SY enplaned passengers would be 17.86% of our total enplanements and for the reporting period they were 16%.
- The largest variance from budget in expenses comes services and charges which are 79k under budget. Personnel Compensation and Benefits is running under budget by 64k as well. Supplies are 1.2k under budget. Operating expenses overall are \$138k under budget.
- Non-operating income is under budget because we have not requested COVID relief funds for operating purposes. ARPA Concessionaire Relief has been requested thus far, but no other COVID relief has been requested for 2022. PFCs came in under budget by nearly \$42k, while expenses are down \$52k because we have not utilized the line of credit as well as the reduced interest due to the refinance last Fall for a total unfavorable variance vs budget of \$306k.
- If we were to exclude all concessionaire relief credits and reimbursements, as well as expected COVID relief requests, we would be at an overall positive variance of \$358k.
- OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 7/12/22:**
  - Minimum Cash Balance Goal: \$2,437,853
  - Current Balance: \$4,521,465 - Exceeds goal
  - Days Cash on Hand: 334 days currently vs 180 day benchmark (154 days over goal)



**Duluth Airport Authority**  
**Duluth A/R Aging Report**  
**As of July 12, 2022**

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	6/12/2022 - 7/11/2022 (30)	5/13/2022 - 6/11/2022 (60)	4/13/2022 - 5/12/2022 (90)	BEFORE 4/13/2022 (>90)	TOTAL
							Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Aeronautical Radio, Inc.	Invoice	6/1/2022	9786	7/1/2022	41	\$0.00	\$0.00	\$8.00	\$0.00	\$0.00	\$8.00
Benson Electric	Invoice	7/5/2022	9958	8/4/2022	7	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
BKR Investments DBA Duluth Pack	Invoice	7/1/2022	9900	7/31/2022	11	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
<b>Budget Rent A Car</b>						\$16,450.88	\$1,716.75	\$0.00	\$0.00	\$0.00	\$18,167.63
Case, Ronald Jr.	Payment	7/6/2022	8770	7/6/2022	6	\$0.00	(\$51.00)	\$0.00	\$0.00	\$0.00	(\$51.00)
Chad's Pad, LLC	Invoice	5/3/2022	9701	6/2/2022	70	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
Chandler, Daniel	Invoice	4/1/2022	9567	5/1/2022	102	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
<b>Churchill, Sean</b>						\$0.00	\$190.40	\$0.00	\$0.00	\$0.00	\$190.40
<b>Cirrus Design Corporation</b>						\$0.00	\$20,789.61	\$6,462.60	\$0.00	\$21,871.94	\$49,124.15
City of Duluth	Invoice	7/1/2022	9924	8/1/2022	11	\$0.00	\$1,668.72	\$0.00	\$0.00	\$0.00	\$1,668.72
<b>Dal Santo, Frances M</b>						\$0.00	\$197.56	\$197.56	\$195.77	\$0.00	\$590.89
<b>Delta Airlines</b>						(\$5,644.48)	\$61,228.45	(\$5,644.48)	\$0.00	\$0.00	\$49,939.49
<b>Divine Carriers</b>						\$0.00	\$132.65	\$132.65	\$132.65	\$0.00	\$397.95
Duluth Economic Development Authority	Invoice	6/6/2022	9826	7/6/2022	36	\$0.00	\$0.00	\$6,075.00	\$0.00	\$0.00	\$6,075.00
Duluth Hangar, LLC	Invoice	7/1/2022	9927	8/1/2022	11	\$0.00	\$828.87	\$0.00	\$0.00	\$0.00	\$828.87
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	117	\$0.00	\$0.00	\$0.00	\$0.00	\$9,678.20	\$9,678.20
Federal Express Corporation	Invoice	6/6/2022	9831	7/6/2022	36	\$0.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$1,440.00
General Services Administration	Invoice	7/1/2022	9919	8/1/2022	11	\$0.00	\$5,298.61	\$0.00	\$0.00	\$0.00	\$5,298.61
<b>Goritchan Boris</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$879.00	\$879.00
<b>Grimsbo, Gerald</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$306.00	\$306.00
Hagberg, Rick	Invoice	7/1/2022	9937	8/1/2022	11	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Hall John	Invoice	7/1/2022	9902	8/1/2022	11	\$0.00	\$298.32	\$0.00	\$0.00	\$0.00	\$298.32
Hatfield, Dan	Invoice	7/1/2022	9934	7/31/2022	11	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
<b>Hermantown Hydraulics</b>						\$0.00	\$680.86	\$680.86	\$517.97	\$0.00	\$1,879.69
Hillman Colin	Invoice	7/1/2022	9945	8/1/2022	11	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00
Hydro Solutions, Inc.	Invoice	7/1/2022	9903	8/1/2022	11	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
Johnson, Josiah H	Invoice	7/1/2022	9912	8/1/2022	11	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
<b>Johnson, Richard</b>						\$0.00	\$462.20	(\$7.08)	\$0.00	\$0.00	\$455.12
Johnston, Paul	Invoice	7/1/2022	9941	8/1/2022	11	\$0.00	\$190.40	\$0.00	\$0.00	\$0.00	\$190.40
Kern & Kompany	Invoice	7/5/2022	9960	8/4/2022	7	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Lake Country Air, LLC	Invoice	6/10/2022	9857	7/10/2022	32	\$0.00	\$0.00	\$2,481.32	\$0.00	\$0.00	\$2,481.32

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	6/12/2022 - 7/11/2022 (30)	5/13/2022 - 6/11/2022 (60)	4/13/2022 - 5/12/2022 (90)	BEFORE 4/13/2022 (>90)	TOTAL
							Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Lake Superior College	Invoice	7/1/2022	9920	7/31/2022	11	\$0.00	\$34,468.27	\$0.00	\$0.00	\$0.00	\$34,468.27
<b>Lake Superior Helicopters</b>						\$0.00	\$8,404.67	\$0.00	\$0.00	\$0.00	\$8,404.67
Larsen, Shane	Payment	3/28/2022	8415	3/28/2022	106	\$0.00	\$0.00	\$0.00	\$0.00	(\$13.10)	(\$13.10)
Love Creamery	Payment	6/6/2022	8666	6/6/2022	36	\$0.00	\$0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)
Luck, Rick	Invoice	6/10/2022	9859	7/10/2022	32	\$0.00	\$0.00	\$193.23	\$0.00	\$0.00	\$193.23
Messerer Jon	Invoice	6/9/2021	8341	7/9/2021	398	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48	\$0.48
Minnesota Air National Guard	Invoice	7/11/2022	9983	8/10/2022	1	\$0.00	\$291.93	\$0.00	\$0.00	\$0.00	\$291.93
<b>Monaco Air Duluth</b>						\$0.00	\$4,494.36	\$2,073.86	\$0.00	\$0.00	\$6,568.22
Mountain Air Cargo	Invoice	7/1/2022	9916	8/1/2022	11	\$0.00	\$1,549.68	\$0.00	\$0.00	\$0.00	\$1,549.68
Northland Constructors, Inc.	Invoice	7/1/2022	9908	8/1/2022	11	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
<b>Oakwells CR, LLC</b>						\$0.00	\$6,687.03	\$1,251.67	\$0.00	\$0.00	\$7,938.70
On Site Enterprises, Inc	Credit Memo	2/3/2022	279	2/3/2022	159	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,674.40)	(\$3,674.40)
Opack Matthew Jr.	Invoice	7/1/2022	9942	8/1/2022	11	\$0.00	\$198.50	\$0.00	\$0.00	\$0.00	\$198.50
Palmer, John	Invoice	7/1/2022	9943	8/1/2022	11	\$0.00	\$198.50	\$0.00	\$0.00	\$0.00	\$198.50
Parsons Electric	Invoice	7/5/2022	9965	8/4/2022	7	\$0.00	\$65.00	\$0.00	\$0.00	\$0.00	\$65.00
<b>Parthe, Lance</b>						\$0.00	\$264.64	\$264.64	\$0.00	\$264.64	\$793.92
Payne, Robert	Invoice	7/1/2022	9929	8/1/2022	11	\$0.00	\$264.64	\$0.00	\$0.00	\$0.00	\$264.64
QMS, INC.	Invoice	7/1/2022	9909	8/1/2022	11	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Rasier, LLC	Payment	7/8/2022	8785	7/8/2022	4	\$0.00	(\$712.50)	\$0.00	\$0.00	\$0.00	(\$712.50)
<b>Rathbun, David</b>						\$0.00	\$197.56	\$197.56	\$0.00	\$0.00	\$395.12
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	1,058	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
RS&H	Invoice	7/1/2022	9928	8/1/2022	11	\$0.00	\$2,177.05	\$0.00	\$0.00	\$0.00	\$2,177.05
<b>Scenic Airrides</b>						\$0.00	\$275.00	\$260.37	\$0.00	\$0.00	\$535.37
SEH	Invoice	7/5/2022	9966	8/4/2022	7	\$0.00	\$315.00	\$0.00	\$0.00	\$0.00	\$315.00
Shafer Contracting	Invoice	7/6/2022	9969	8/5/2022	6	\$0.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00
<b>Shelter Dog Inc.</b>						\$0.00	\$0.00	\$0.00	\$0.00	(\$454.00)	(\$454.00)
Stevens, Mike	Invoice	7/1/2022	9939	8/1/2022	11	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Sun Country, Inc. dba Sun Country Airlines	Invoice	7/1/2022	9913	8/1/2022	11	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Superior Water, Light & Power	Invoice	5/12/2022	9729	6/11/2022	61	\$0.00	\$0.00	\$0.00	\$1,468.75	\$0.00	\$1,468.75
<b>Sydow Dan</b>						\$0.00	\$264.64	\$0.00	\$0.00	\$264.64	\$529.28
Teitelbaum, Mike	Invoice	7/7/2022	9978	8/6/2022	5	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
<b>The Landline Company</b>						\$2,167.00	\$3,550.14	\$0.00	\$0.00	\$0.00	\$5,717.14
Transportation Security Administration	Invoice	7/5/2022	9967	8/4/2022	7	\$0.00	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
Twin Ports Dermatology	Invoice	7/1/2022	9951	7/31/2022	11	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
<b>unifi</b>						\$0.00	\$1,803.00	\$0.00	\$0.00	\$0.00	\$1,803.00
<b>United Parcel Service</b>						\$0.00	\$0.00	\$0.00	\$65.00	\$65.00	\$130.00

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT	6/12/2022 -	5/13/2022 -	4/13/2022	BEFORE	TOTAL
							7/11/2022 (30)	6/11/2022 (60)	5/12/2022 (90)	4/13/2022 (>90)	
						Open Balance	Open Balance	Open Balance	Open Balance	Open Balance	Open Balance
Werpy, Jonas	Invoice	7/1/2022	9935	7/31/2022	11	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Wicklein, John						\$0.00	\$0.00	\$0.00	\$0.00	\$459.00	\$459.00
Williams, Ron	Invoice	7/1/2022	9940	8/1/2022	11	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
<b>Total</b>						<b>\$12,973.40</b>	<b>\$181,306.56</b>	<b>\$15,917.76</b>	<b>\$4,180.14</b>	<b>\$29,725.40</b>	<b>\$244,103.26</b>

## VII F

## 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	10,314	638	10,262	11,086	1,487	19,781	21,400	795	8.35	1,619	8.18
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	54,923	64,134	108,160	54,685	129,508	218,629	109,608	21,112	69.41	42,218	70.40

## TOTALS WITH CHARTER INCLUDED

Month	Enplanements			Deplanements			Total
	2020	2021	2022	2020	2021	2022	
JAN	13,252	5,183	9,735	11,743	4,677	8,986	18,721
FEB	12,950	5,214	10,312	12,513	5,073	9,590	19,902
MAR	7,703	7,204	12,856	8,842	6,579	12,427	25,283
APR	577	6,758	12,059	666	7,055	12,950	25,009
MAY	849	9,519	10,314	638	10,262	11,086	21,400
JUN	1,494	9,403	-	1,526	9,598	-	-
JUL	3,121	11,778	-	3,327	11,791	-	-
AUG	5,727	12,727	-	5,754	12,128	-	-
SEP	5,664	11,820	-	5,666	11,207	-	-
OCT	5,823	11,498	-	5,230	10,478	-	-
NOV	4,508	9,320	-	4,439	8,965	-	-
DEC	4,449	10,575	-	4,533	10,767	-	-
Total	66,117	110,999	55,276	64,877	108,580	55,039	110,315



## 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	7,125	377	7,573	7,670	751	14,679	14,795	19	0.27	116	0.79
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	32,377	37,849	72,902	31,656	75,466	146,737	64,033	8,828	42.98	16,617	40.20

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	239	6,886	264	7,406	14,795
JUN					-
JUL					-
AUG					-
SEP					-
OCT					-
NOV					-
DEC					-
Total	932	31,445	996	30,660	64,033

# 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	3,189	261	2,689	3,416	736	5,102	6,605	776	32.16	1,503	29.46
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	13,631	19,945	34,093	13,438	41,276	69,375	27,069	3,369	39.75	7,095	44.44

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	80.57	573	80.86

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
6/1/2022		338	92	27.2%	246	72.8%
6/2/2022		384	281	73.2%	103	26.8%
6/3/2022		383	284	74.2%	99	25.8%
6/4/2022		306	227	74.2%	79	25.8%
6/5/2022		365	258	70.7%	107	29.3%
6/6/2022		363	254	70.0%	109	30.0%
6/7/2022		380	266	70.0%	114	30.0%
6/8/2022		374	287	76.7%	87	23.3%
6/9/2022		348	251	72.1%	97	27.9%
6/10/2022		379	269	71.0%	110	29.0%
6/11/2022		298	221	74.2%	77	25.8%
6/12/2022		384	270	70.3%	114	29.7%
6/13/2022		389	263	67.6%	126	32.4%
6/14/2022		374	309	82.6%	65	17.4%
6/15/2022		364	265	72.8%	99	27.2%
6/16/2022		406	308	75.9%	98	24.1%
6/17/2022		380	278	73.2%	102	26.8%
6/18/2022		335	262	78.2%	73	21.8%
6/19/2022		401	341	85.0%	60	15.0%
6/20/2022		423	289	68.3%	134	31.7%
6/21/2022		353	244	69.1%	109	30.9%
6/22/2022		398	301	75.6%	97	24.4%
6/23/2022		409	290	70.9%	119	29.1%
6/24/2022		354	255	72.0%	99	28.0%
6/25/2022		302	226	74.8%	76	25.2%
6/26/2022		387	257	66.4%	130	33.6%
6/27/2022		365	257	70.4%	108	29.6%
6/28/2022		359	282	78.6%	77	21.4%
6/29/2022		370	279	75.4%	91	24.6%
6/30/2022		364	279	76.6%	85	23.4%
<b>Total</b>		<b>11,035</b>	<b>7,945</b>	<b>72.0%</b>	<b>3,090</b>	<b>28.0%</b>

## 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	106,605	50,985	May	35,848	18,585	142,453	69,570	170,644	72,673	(28,191)	(3,103)
June	114,965	56,319	June	42,243	23,801	157,208	80,120	167,254	82,290	(10,046)	(2,170)
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>591,799</u> <u>291,511</u>			<u>219,932</u> <u>128,893</u>			<u>811,731</u> <u>420,404</u>		<u>1,846,928</u> <u>945,134</u>		<u>(63,797)</u> <u>(13,978)</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	924	50	974	791	37	828	1802	1193	609
June	1116	40	1156	1051	21	1072	2228	1981	247
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	
	<b>6192</b>	<b>290</b>	<b>6482</b>	<b>6473</b>	<b>249</b>	<b>6722</b>	<b>13204</b>	<b>17831</b>	<b>8055</b>