



**NOTICE OF THE DULUTH AIRPORT AUTHORITY  
NOVEMBER BOARD MEETING**

NOTICE IS HEREBY GIVEN the next regular meeting of the Duluth Airport Authority Board has been scheduled for Tuesday, November 15, at 8:00 a.m. and is a public meeting. The regular meeting place of DAA is the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building.

This meeting can also be accessed by -- "Microsoft Teams Meeting" (information below).

**DAA November Board Meeting**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

Meeting ID: 239 185 077 47

Passcode: Smrvdg

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**Or call in (audio only)**

[+1 646-680-9078,,30141335#](#) United States, New York City

Phone Conference ID: 301 413 35#

[Find a local number](#) | [Reset PIN](#)

The public may express their comments for consideration by the Duluth Airport Authority prior to the meeting by email or in writing to [daa@duluthairport.com](mailto:daa@duluthairport.com) or to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811.



# DULUTH AIRPORT AUTHORITY

## DULUTH AIRPORT AUTHORITY MEETING AGENDA NOVEMBER 15, 2022

AMATUZIO CONFERENCE ROOM  
DULUTH INTERNATIONAL AIRPORT

### I. \*EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

A. Approval of October 18, 2022 Meeting Minutes.

### III. \*DAA CASH DISBURSEMENTS

A. Operating Cash Disbursement Sheets #33, #34, and #35 of 2022; Operating ACH Payment Registers #33, #34, #35 of 2022; Construction Fund Disbursement Sheet #11 of 2022.

### IV. \*CORRESPONDENCE

- A. E-Mail from Monaco Air Foundation with Summary of October 2022 Activities; November 1, 2022
- B. Link for Metropolitan Airports Commission (MAC) Minutes --  
<https://metroairports.org/archived-commission-meetings>

### V. OPPORTUNITY FOR PERSONS TO BE HEARD

### VI. OLD BUSINESS

None

### VII. NEW BUSINESS

- A. Resolution to Approve the 2023 Rates and Charges Addendum for DLH
- B. Resolution to Approve the 2023 Rates and Charges Addendum for DYT
- C. Resolution to Approve the Duluth Airport Authority 2023 Annual Budget
- D. Resolution to Approve FAA Reimbursable Agreement RA-004932 for Design of Taxiway Alpha's Phase 4 Reconstruction Project in the amount of \$82,728 at the Duluth International Airport
- E. Resolution to Approve Paul Bunyan Rural Telephone Cooperative Agreement for Services.



## DULUTH AIRPORT AUTHORITY

- F. \*September 2022 Financial Reports
- G. \*November 2022 Accounts Receivable
- H. \*September 2022 Airline Statistics

### VIII. DIRECTOR'S 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 AIRPORT AUTHORITY**

**DATE: November 15, 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
- SkyWest Meeting Recap

### **OPERATIONS/CONSTRUCTION/PLANNING**

- Planning
  - Part 150 Noise Study Update
  - General Aviation Expansion Area
  - Draft CIP
  - AFTIL Siting Study Update
- Construction
  - Taxiway A Phase 2+4+Midfield Ramp Phase 1 Construction Update
  - ATCT Road Repair and Pond Excavation Update
- Operations and Maintenance
  - Parking Technology Installation Update
  - Airport Badge Audit Update
- Sky Harbor
  - NSR

### **BUSINESS/PROPERTY DEVELOPMENT**

- Cirrus Housing Summit

### **FINANCIAL UPDATE**

- City Council Budget Presentation
- CBA Negotiations



**DULUTH AIRPORT AUTHORITY**

**MARKETING/COMMUNICATIONS**

- Fort Myers Sun Country Marketing
- Volkswagen Ad Sale

**LEGISLATIVE/GOVERNMENTAL AFFAIRS UPDATE**

- MNDOT Aeronautics Director Selection Process

**PRESENTATIONS/TOURS/TRAVEL RECAP**

- NSR

**OTHER**

- Executive Assistant Position Update
- Director of Communication and Marketing Position Update

Submitted by,

Tom Werner, C.M.  
Executive Director

## MINUTES OF THE MEETING

DATE: October 18, 2022

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

DIRECTORS PRESENT: Kim Maki  
Michael Henderson  
Dan Markham  
Jason Crawford  
Jeff Anderson

OTHERS PRESENT: Tom Werner, Executive Director  
Mark Papko, Director of Operations  
Steve Hanke, Assistant City Attorney  
Jana Kayser, Director of Business Development  
Joelle Bodin, Director of Finance  
Amanda McDonald, DAA  
Paul Sinnott, DAA  
Wade Cossalter, DAA  
Dan Taylor, DAA  
Justin Tibodeau, DAA  
Derek Anderson, DAA  
Ryan Welch, DAA  
Eric Monson, Lake Superior Helicopter  
Kaci Nowicki, SEH  
Shawn McMahon, SEH

OTHERS PARTICIPATING VIA ELECTRONICS  
MEANS:

Don Monaco, Monaco Air  
Matthew Stewart, SEH  
Kathy Leon, DAA  
Scott Sannes, SEH  
Mark Schramek

President Maki called the DAA August board meeting to order at 8:00 a.m. She performed roll call – Dir. Henderson, Dir. Anderson, Dir. Markham, Dir. Crawford present; Dir. Elissa Hansen absent, Dir. O’Brien absent. Pres. Maki invited Mr. Tom Werner to update on the Executive Director’s review:

- Air Service: Mr. Werner presented the air service update noting total September passengers, seats, and advanced bookings; nationally, he discussed a spike in holiday airfare as a result of the limited capacity available. He noted that Delta is forecasting that regional travel will not be back to 2019 numbers until 2024-2025 due to the nationwide pilot shortage.

- Planning, Operations, and Maintenance:
  - Mr. Papko overviewed the findings of the AFTIL Study and the approved 4 sites for the new tower location as a result of the lab. The grant application for the new tower is hoped to be submitted by 2024.
  - Mr. Papko provided a summary on the completion of runway 3/21 and Taxiway A phase 1A and the success of the overall construction. Mr. Papko also noted the start of construction for Taxiway A phase 2, 4, and Midfield phase 1 and the goal to get a head start on this project.
  - Mr. Papko briefed the board on the HUB parking systems equipment delivery and the plan for installation to begin November 7<sup>th</sup>-14<sup>th</sup>. The conversion from the current system to the new technology will take place over a 30–45-day period.
  - Sky Harbor: Mr. Papko discussed the apron rehab that took place at Sky Harbor and the long-term benefits that will be a result from refreshing that pavement.
- Business/Property Development: No report.
- Financial Update: Ms. Joelle Bodin, Director of Finance, reviewed the draft rates and charges for 2023 budgetary items for both Duluth International Airport and Sky Harbor. Ms. Bodin also overviewed a budget summary along with a few major takeaways for the 2023 budgetary plans.
- Marketing/Communications: Mr. Werner noted that the current marketing strategy for Fort Myers is on hold pending impacts from current route uncertainties.
- Legislative: Mr. Werner briefed the board with information regarding Chapter 4 of the city code with the goal to distinguish what is authority property and city property to help with future grant assurances and overall compliance.
- Other: Mr. Werner noted the opportunity he had to present on the Airports Master Plan and the vision for the next twenty years of capital development to the Duluth Notary #25 in the upcoming week. He continued to discuss the vacancy of the Executive Secretary position with interviews beginning this week and the vacancy of the Director of Marketing and Communications position. Both positions are hoped to be filled by December 1<sup>st</sup>, 2022. Mr. Werner also recognized 25 years of service from Paul Sinnott with the Duluth Airport Authority and thanked him for all of his hard work.

Pres. Maki thanked everyone for their reviews and entertained a motion to approve the previous meeting minutes. Dir. Anderson moved to approve the October 18, 2022, meeting minutes and consent items. Dir. Markham seconded. All ayes, motion carried.

#### CONSENT ITEMS

Operating Cash Disbursement Sheets #30, #31, and #32 of 2022; Operating ACH Payment Registers #30, #31, #32 of 2022; Construction Fund Disbursement Sheet #10 of 2022.

E-Mail from Monaco Air Foundation with Summary of September 2022 Activities; October 1, 2022

Link for Metropolitan Airports Commission (MAC) Minutes -- <https://metroairports.org/archived-commission-meetings>

#### OPPORTUNITY FOR PERSONS TO BE HEARD

None.

## OLD BUSINESS

None.

## NEW BUSINESS

Mr. Papko discussed a resolution to Approve an Agreement Between the Duluth Airport Authority and General Security Services Corporation (GSSC) for Professional Security Services. Dir. Markham motioned to approve, and Dir. Crawford seconded. All Ayes - Motion carried.

Mr. Papko reviewed Work Order 2022-20 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc., for Federal Inspection Services Update Design. Dir. Henderson motioned to approve, and Dir. Markham seconded. Dir. Anderson abstained; all ayes - Motion carried.

Mr. Papko spoke on a resolution to approve work Order 2022-16 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc., for Hangar 101 Redevelopment Phase 2 Preliminary Design Proposal. Dir. Crawford motioned to approve, and Dir. Henderson seconded. Dir. Anderson abstained; All Ayes - Motion carried.

Mr. Papko overviewed a resolution to Approve Work Order 2022-19 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc., for the Design of New General Aviation Hangars. Dir. Markham motioned to approve, and Dir. Henderson seconded. Dir. Anderson abstained; All Ayes - Motion carried.

Ms. Kayser presented on a resolution to Approve Work Order 2022-01 between the Duluth Airport Authority and Kraus Anderson Construction Company, for the Pre-Construction Services of New General Aviation Hangars. Dir. Anderson motioned to approve, and Dir. Crawford seconded. Dir. Markham abstained; All Ayes - Motion carried.

Mr. Papko discussed a resolution to Approve Work Order 2022-21 between the Duluth Airport Authority and Short Elliot Hendrickson, Inc., for the design of Taxiway C North Rehabilitation. Dir. Crawford motioned to approve, and Dir. Markham seconded. Dir. Anderson abstained; All Ayes - Motion carried.

Ms. Nowicki, of SEH, recapped the current terminal and hangar space at Sky Harbor and the two options for future renovations or development. Mr. Papko continued to elaborate on the two options and followed with discussion for the resolution to Approve Airport Terminal Program Competitive Grant Application for Sky Harbor Airport's General Aviation Terminal Building. Dir. Markham motioned to approve, and Dir. Crawford seconded. All Ayes - Motion carried.

Resolution authorizing an application for a Federal Aviation Administration grant to replace the Sky Harbor Airport Terminal building. The motion to approve was made by Dir. Anderson and seconded by Dir. Henderson. All ayes – motion carried.



Mr. Papko spoke on a resolution to award a contract to Neo Electrical Solutions in the amount of \$11,740.00 for the removal of old Obstruction Lights from Sky Harbor Airport. Dir. Markham motioned to approve, and Dir. Crawford seconded. All Ayes - Motion carried.

Ms. Kayser discussed an amendment for the Finishing Facility Ground Lease Agreement Amendment #3 between the Duluth Airport Authority and Cirrus Design Corporation. Dir. Crawford motioned to approve, and Dir. Henderson seconded. All Ayes - Motion carried.

Pres. Maki moved to adjourn the meeting; Dir. Markham seconded. Motion carried Pres. Maki adjourned the October 18th DAA board meeting at 9:37 a.m.

Respectfully submitted,

Amanda McDonald  
Recording Secretary

APPROVED: Tom Werner Digitally signed by  
Tom Werner  
Date: 2022.10.24  
11:47:12 -05'00' DATE: \_\_\_\_\_

**Duluth Airport Authority**  
**DAA Operating Check Register #33-2022**  
**10/11 and 10/21/2022**

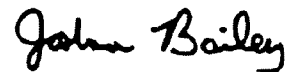
**Document Number From 11529 to 11552**

Document Number	Date	Transaction Type	Payee	Amount
11547	10/11/2022	RFND	Snihurowych, Mark	\$153.00
11529	10/21/2022	BILLPMT	AAAE Great Lakes Chapter	\$560.00
11530	10/21/2022	BILLPMT	Advantage Emblem & Screen Printing	\$80.00
11531	10/21/2022	BILLPMT	American Association Of Airport Executives	\$6,000.00
11532	10/21/2022	BILLPMT	Blaine Brothers Maintenance , Inc.	\$1,550.06
11533	10/21/2022	BILLPMT	Century Link	\$144.00
11534	10/21/2022	BILLPMT	City Of Duluth Comfort Systems	\$16,287.34
11535	10/21/2022	BILLPMT	City Of Duluth, Minnesota	\$81.60
11536	10/21/2022	BILLPMT	Engelmeier, Roger	\$50.01
11537	10/21/2022	BILLPMT	iFIDS.com Inc.	\$906.00
11538	10/21/2022	BILLPMT	Kolar	\$196.64
11539	10/21/2022	BILLPMT	Locksmith Services	\$66.00
11540	10/21/2022	BILLPMT	Minnesota Power	\$30,305.43
11541	10/21/2022	BILLPMT	NAPA Auto Parts	\$607.49
11542	10/21/2022	BILLPMT	Nextera Communications	\$1,255.91
11543	10/21/2022	BILLPMT	Schindler Elevator Corp	\$1,350.08
11544	10/21/2022	BILLPMT	SERVPRO	\$1,504.06
11545	10/21/2022	BILLPMT	Sherwin-Williams Co.	\$236.99
11546	10/21/2022	BILLPMT	Short Elliott Hendrickson Inc.	\$4,300.00
11548	10/21/2022	BILLPMT	Spectrum Business	\$165.36
11549	10/21/2022	BILLPMT	State Supply	\$130.06
11550	10/21/2022	BILLPMT	Stewart-Taylor Company	\$3,359.52
11551	10/21/2022	BILLPMT	Sunbelt Rentals	\$2,877.38
11552	10/21/2022	BILLPMT	Taylor, Dan	\$60.00
<b>Total</b>				<b><u>\$72,226.93</u></b>



Airport Director

Airport Authority



City Treasury

**Duluth Airport Authority  
DAA Operating Check Register #34-2022  
10/27 and 10/28/2022**

**Document Number From 11553 to 11556**

Document Number	Date	Transaction Type	Payee	Amount
11553	10/27/2022	BILLPMT	iFIDS.com Inc.	\$125.00
11554	10/27/2022	RFND	Lake Country Air, LLC	\$1,167.47
11555	10/27/2022	BILLPMT	Titan Machinery	\$793.91
11556	10/28/2022	CHK	WF Bus Payment Processing -	\$2,021.40
			VOID Ck #11251	-\$39.00
			VOID Ck #11284	-\$1,167.47
<b>Total</b>				<b><u>\$2,901.31</u></b>



Airport Director

Airport Authority



City Treasury

**Duluth Airport Authority  
DAA Operating Check Register #35-2022  
November 4, 2022**

**Document Number From 11567 to 11591**

Document Number	Date	Transaction Type	Payee	Amount
11567	11/4/2022	BILLPMT	Airport Signs & Graphics	\$72.00
11568	11/4/2022	BILLPMT	AT&T Mobility	\$323.02
11569	11/4/2022	BILLPMT	Buchholz, Christyn	\$1,046.20
11570	11/4/2022	CHK	Citi Cards	\$5,053.57
11571	11/4/2022	BILLPMT	City Of Duluth Comfort Systems	\$983.20
11572	11/4/2022	BILLPMT	Duluth Lawn & Sport	\$1,319.25
11573	11/4/2022	BILLPMT	Minnesota Power	\$31,795.54
11574	11/4/2022	BILLPMT	NAPA Auto Parts	\$1,148.27
11575	11/4/2022	BILLPMT	Nextera Communications	\$1,258.81
11576	11/4/2022	BILLPMT	Syntech	\$338.00
11577	11/4/2022	BILLPMT	University of Minnesota	\$6,500.00
11578	11/4/2022	BILLPMT	Acme Tools	\$646.03
11579	11/4/2022	BILLPMT	Airport Signs & Graphics	\$782.00
11580	11/4/2022	BILLPMT	Aramark	\$67.19
11581	11/4/2022	BILLPMT	DSC Communications	\$674.00
11582	11/4/2022	BILLPMT	Durfee, Tristan	\$122.04
11583	11/4/2022	BILLPMT	Essentia Health	\$293.00
11584	11/4/2022	BILLPMT	Inter City Oil (ICO)	\$33,176.67
11585	11/4/2022	BILLPMT	Lakehead Trucking	\$3,055.00
11586	11/4/2022	BILLPMT	Mobile Radio Engineering, Inc.	\$46.52
11587	11/4/2022	BILLPMT	NAPA Auto Parts	\$135.06
11588	11/4/2022	BILLPMT	Tibodeau, Justin	\$102.31
11589	11/4/2022	BILLPMT	United Truck Body Company, Inc.	\$10,480.84
11590	11/4/2022	BILLPMT	Viking Industrial Center	\$120.60
11591	11/4/2022	BILLPMT	Ziegler, Inc.	\$2,439.47
<b>Total</b>				<b>\$101,978.59</b>



Airport Director

Airport Authority



City Treasury


**Duluth Airport Authority**  
**DAA Operating ACH Payment Register #33-2022**  
**October 21, 2022**

**Confirmation #2930158**

Document Number	Date	Transaction Type	Payee	Amount
00000048/1	10/21/2022	BILLPMT	Aramark	\$67.19
00000048/10	10/21/2022	BILLPMT	Citon	\$607.70
00000048/11	10/21/2022	BILLPMT	Citon	\$6,695.00
00000048/12	10/21/2022	BILLPMT	Citon	\$420.00
00000048/13	10/21/2022	BILLPMT	Como Lube & Supplies	\$44.05
00000048/14	10/21/2022	BILLPMT	Como Lube & Supplies	\$75.00
00000048/15	10/21/2022	BILLPMT	General Security Services Corporation	\$19,570.10
00000048/16	10/21/2022	BILLPMT	General Security Services Corporation	\$1,260.00
00000048/17	10/21/2022	BILLPMT	Goodin Company	\$20.54
00000048/18	10/21/2022	BILLPMT	Grainger, Inc.	\$559.52
00000048/19	10/21/2022	BILLPMT	Grainger, Inc.	\$58.56
00000048/2	10/21/2022	BILLPMT	Aramark	\$67.19
00000048/20	10/21/2022	BILLPMT	Graves, John	\$60.00
00000048/21	10/21/2022	BILLPMT	Guardian Pest Solutions	\$203.00
00000048/22	10/21/2022	BILLPMT	Guardian Pest Solutions	\$48.51
00000048/23	10/21/2022	BILLPMT	Guardian Pest Solutions	\$72.77
00000048/24	10/21/2022	BILLPMT	Guardian Pest Solutions	\$71.50
00000048/25	10/21/2022	BILLPMT	Innovational Water Solutions, Inc.	\$148.00
00000048/26	10/21/2022	BILLPMT	Innovational Water Solutions, Inc.	\$222.00
00000048/27	10/21/2022	BILLPMT	Inter City Oil (ICO)	\$95.05
00000048/28	10/21/2022	BILLPMT	Inter City Oil (ICO)	\$3,959.55
00000048/29	10/21/2022	BILLPMT	Jamar Company	\$1,932.00
00000048/3	10/21/2022	BILLPMT	Arrowhead Tap House	\$3.35
00000048/30	10/21/2022	BILLPMT	Jamar Company	\$7,675.00
00000048/31	10/21/2022	BILLPMT	Kayser, Jana	\$60.00
00000048/32	10/21/2022	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
00000048/33	10/21/2022	BILLPMT	Leon, Kathy	\$60.00
00000048/34	10/21/2022	BILLPMT	Menards - Hermantown	\$24.16
00000048/35	10/21/2022	BILLPMT	Menards - Hermantown	\$380.54
00000048/36	10/21/2022	BILLPMT	Menards - Hermantown	\$21.98
00000048/37	10/21/2022	BILLPMT	Menards - Hermantown	\$23.26
00000048/38	10/21/2022	BILLPMT	Menards - Hermantown	\$27.97
00000048/39	10/21/2022	BILLPMT	Menards - Hermantown	\$72.50
00000048/4	10/21/2022	BILLPMT	Arrowhead Tap House	\$212.20
00000048/40	10/21/2022	BILLPMT	Menards - Hermantown	\$63.38
00000048/41	10/21/2022	BILLPMT	Menards - Hermantown	\$192.98
00000048/42	10/21/2022	BILLPMT	Menards - Hermantown	\$26.94
00000048/43	10/21/2022	BILLPMT	Menards - Hermantown	\$27.96
00000048/44	10/21/2022	BILLPMT	Menards - Hermantown	\$7.96
00000048/45	10/21/2022	BILLPMT	Menards - Hermantown	\$7.18
00000048/46	10/21/2022	BILLPMT	Menards - Hermantown	\$4.27

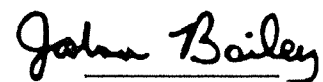
00000048/47	10/21/2022	BILLPMT	Menards - Hermantown	\$27.99
00000048/48	10/21/2022	BILLPMT	Menards - West Duluth	\$26.63
00000048/49	10/21/2022	BILLPMT	Mike's Signs	\$300.00
00000048/5	10/21/2022	BILLPMT	Best Oil Company	\$10,507.64
00000048/50	10/21/2022	BILLPMT	Papko, Mark	\$60.00
00000048/51	10/21/2022	BILLPMT	Papko, Mark	\$1,871.08
00000048/52	10/21/2022	BILLPMT	Paul Bunyan Communications	\$1,160.00
00000048/53	10/21/2022	BILLPMT	Shel/Don Group Inc.	\$53.96
00000048/54	10/21/2022	BILLPMT	Sinnott, Paul	\$187.80
00000048/55	10/21/2022	BILLPMT	Sinnott, Paul	\$60.00
00000048/56	10/21/2022	BILLPMT	Snell, Matthew J	\$60.00
00000048/57	10/21/2022	BILLPMT	Snell, Matthew J	\$79.99
00000048/58	10/21/2022	BILLPMT	Swim Creative	\$8,703.05
00000048/59	10/21/2022	BILLPMT	Techniques Inc	\$1,450.36
00000048/6	10/21/2022	BILLPMT	Blueglobes LLC	\$646.29
00000048/60	10/21/2022	BILLPMT	Timm, Kenneth	\$60.00
00000048/61	10/21/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$482.10
00000048/62	10/21/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$134.14
00000048/63	10/21/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$339.81
00000048/64	10/21/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$317.45
00000048/65	10/21/2022	BILLPMT	Viking Industrial Center	\$117.88
00000048/66	10/21/2022	BILLPMT	Waste Management of WI-MN	\$232.26
00000048/67	10/21/2022	BILLPMT	Waste Management of WI-MN	\$224.87
00000048/68	10/21/2022	BILLPMT	Waste Management of WI-MN	\$461.91
00000048/69	10/21/2022	BILLPMT	Waste Management of WI-MN	\$165.43
00000048/7	10/21/2022	BILLPMT	Bodin, Joelle	\$60.00
00000048/70	10/21/2022	BILLPMT	Waste Management of WI-MN	\$1,498.02
00000048/71	10/21/2022	BILLPMT	Waste Management of WI-MN	\$1,383.61
00000048/72	10/21/2022	BILLPMT	Waste Management of WI-MN	\$94.21
00000048/73	10/21/2022	BILLPMT	Waste Management of WI-MN	\$54.55
00000048/74	10/21/2022	BILLPMT	Welch, Ryan	\$60.00
00000048/75	10/21/2022	BILLPMT	Werner, Thomas	\$60.00
00000048/76	10/21/2022	BILLPMT	Ziegler, Inc.	\$2,611.44
00000048/8	10/21/2022	BILLPMT	Bodin, Joelle N	\$170.00
00000048/9	10/21/2022	BILLPMT	Citon	\$686.26

Total \$81,557.59



Airport Director

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Airport Authority



City Treasury


**Duluth Airport Authority  
DAA Operating ACH Payment Register #34-2022  
October 28, 2022**

**Confirmation #3000153**

Document Number	Date	Transaction Type	Payee	Amount
00000049/1	10/28/2022	BILLPMT	Caywood Oil, LLC	\$894.43
00000049/2	10/28/2022	BILLPMT	Leon, Kathy	\$45.90
00000049/3	10/28/2022	BILLPMT	Menards - Hermantown	\$111.66
00000049/4	10/28/2022	BILLPMT	Menards - Hermantown	\$44.92
00000049/5	10/28/2022	BILLPMT	Menards - Hermantown	\$15.28
00000049/6	10/28/2022	BILLPMT	Menards - Hermantown	\$15.57
00000049/7	10/28/2022	BILLPMT	Menards - Hermantown	\$53.76
00000049/8	10/28/2022	BILLPMT	Menards - West Duluth	\$93.05
00000049/9	10/28/2022	BILLPMT	Viking Automatic Sprinkler	\$1,320.00
<b>Total</b>				<b><u>\$2,594.57</u></b>

  
\_\_\_\_\_  
Airport Director

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Airport Authority

  
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City Treasury

**Duluth Airport Authority  
DAA Operating ACH Payment Register #35-2022  
November 4, 2022**

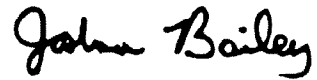
**Confirmation #3070346**

Document Number	Date	Transaction Type	Payee	Amount
00000050/1	11/4/2022	BILLPMT	Blueglobes LLC	\$326.06
00000050/10	11/4/2022	BILLPMT	Menards - Hermantown	\$6.99
00000050/11	11/4/2022	BILLPMT	Menards - Hermantown	\$95.46
00000050/12	11/4/2022	BILLPMT	Menards - Hermantown	\$10.86
00000050/13	11/4/2022	BILLPMT	Paul Bunyan Communications	\$1,160.00
00000050/14	11/4/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$777.87
00000050/15	11/4/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$35.57
00000050/16	11/4/2022	BILLPMT	Viking Automatic Sprinkler	\$355.00
00000050/2	11/4/2022	BILLPMT	Citon	\$297.12
00000050/3	11/4/2022	BILLPMT	Citon	\$2,301.26
00000050/4	11/4/2022	BILLPMT	Citon	\$479.98
00000050/5	11/4/2022	BILLPMT	Jamar Company	\$1,932.00
00000050/6	11/4/2022	BILLPMT	Kleen-Tech	\$20,909.00
00000050/7	11/4/2022	BILLPMT	Landrum and Brown, Incorporated	\$2,000.00
00000050/8	11/4/2022	BILLPMT	Lift Pro	\$64.76
00000050/9	11/4/2022	BILLPMT	Menards - Hermantown	\$49.95
<b>Total</b>				<b>\$30,801.88</b>



Airport Director

Airport Authority



City Treasury

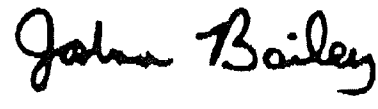


**Duluth Airport Authority**  
**DAA Construction Check Register #11-2022**  
**November 1, 2022**

**Document Number From 11557 To 11566**

Document Number	Date	Transaction Type	Payee	Amount
11557	11/1/2022	BILLPMT	1 MediaUSA Advertising Inc	\$1,115.00
11558	11/1/2022	BILLPMT	1 PEC Solutions, LLC	\$241,366.47
11559	11/1/2022	BILLPMT	1 Prairie Restorations, Inc.	\$693.00
11560	11/1/2022	BILLPMT	1 Rachel Contracting, LLC	\$26,789.30
11561	11/1/2022	BILLPMT	1 Shafer Contracting Co., Inc.	\$950,942.38
11562	11/1/2022	BILLPMT	1 Short Elliott Hendrickson	\$241,465.00
11563	11/1/2022	BILLPMT	1 Short Elliott Hendrickson	\$113,350.00
11564	11/1/2022	BILLPMT	1 Short Elliott Hendrickson	\$547.20
11565	11/1/2022	BILLPMT	1 Swim Creative	\$8,024.00
11566	11/1/2022	BILLPMT	1 University of Minnesota	\$6,500.00
Total				<u>\$1,590,792.35</u>

  
\_\_\_\_\_  
Airport Director

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

## Tom Werner

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**From:** Don Monaco <donm@monacoairduluth.com>  
**Sent:** Tuesday, November 1, 2022 7:24 AM  
**To:** Tom Werner; makik  
**Cc:** 'Bill King (skykingpilot@gmail.com)'; 'Dave Gaddie (dgaddie@bell.bank)'; ehansen; 'Greg Fox (gregandsheilafox@hotmail.com)'; Michael A. Magni; 'Pat Mullen (runtrailfree@gmail.com)'; 'Richard Stewart (RStewart@uwsuper.edu)'; 'Steve Overom (soverom@overomlaw.com)'  
**Subject:** October, 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 October, 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 are receiving requests for airport tours which are now being scheduled.

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

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

Respectfully submitted,

**Don Monaco**  
*President*  
Monaco Air Foundation, Inc.  
4535 Airport Approach Road  
Duluth, MN 55811  
Phone: 218-727-2911  
Mobile: 630-728-5571  
Fax: 218-336-0001  
[donm@monacoairduluth.com](mailto:donm@monacoairduluth.com)  
[www.monacoairduluth.com](http://www.monacoairduluth.com)

## Resolution to Approve the Rates and Charges Addendum for DLH Executive Summary

### ***Terms:***

- Calendar year of 2023

### ***Overview:***

- Annually DAA staff reviews the referenced Rates and Charges Addendum to recommend rate adjustments where necessary and additional rates to be added.
- Many of the recommended rate adjustments are based on CPI.
- DAA staff used recommendations provided by Landrum & Brown as a part of the Master Planning process.
- DAA staff shared with FBO the rates which affect their business and to allow them to make recommendations.

### ***Summary of Changes:***

- The airline rates and charges model calculated a recommended rate for the airlines. The per use fee is based on the terminal requirement and estimated operations. For 2023 cash reserves are being used to keep rates at a 5% increase.
- Aircraft Parking and Cargo Ramp fees were increased by CPI
- Hangar Rent was increased by CPI
- Fuel Flowage Fees were increased by CPI
- Surface parking rates remained the same and the ramp fees were added based on recommendations from master plan.
- An additional drive-off fee was added
- The corporate parking lot fees were increased based on recommendations from master plan.
- Fiber Internet Fees were added
- Badging Fees were updated and streamlined and removed violations to be enforced elsewhere



## DULUTH INTERNATIONAL AIRPORT

### 2023 Rates and Charges Addendum

Effective January 1, 2023 - Adopted November 15th, 2022

<b>Passenger Terminal Fees</b> (Per Square Foot)	Airline Leased Premises	\$24.22	
	Non-Airline Terminal Tenant Rate (Reference Per Agreement)	\$42.31	
<b>Aircraft Landing Fee</b> (Per 1,000 lbs MGLW)	Signatory Carrier	\$2.18	
	Non-Signatory Carriers (125% more)	\$2.73	
	Transient	\$1.01	
	FBO Tenant	\$0.00	
<b>Per Use Fee</b>	Non-Signatory Carriers (125% more)	\$591.65	
<b>International Arrivals Facility</b>	Less than 50,000 lbs. MGLW	\$75.00	
<b>Per Use Fee</b>	50,001-175,000 lbs. MGLW	\$175.00	
	175,001 lbs. MGLW and above	\$275.00	
<b>Terminal Ramp Aircraft Parking Fees</b>	Signatory Carrier	\$0.00	
<b>Non-Terminal FBO &amp; DAA</b>			
<b>Charged Aircraft Parking Fees</b> (Per 1,000 lbs MGLW)	<u>Category by MGLW (lbs.)</u>	<u>Per Night</u> (24 hour period)	<u>Per Month (Calendar)</u>
	12,499 & Under	\$16.00	\$130.00
	12,500 - 49,999	\$68.00	\$547.00
	50,000 - 99,999	\$136.00	\$1,085.00
	100,000 & Over	\$278.00	\$2,222.00
<b>Exclusive Use Cargo Ramp Fee</b>			<u>Per Month (Calendar)</u>
	Per calendar month exclusive use cargo ramp fee		\$1,646.00
<b>Passenger Facility Charge (PFC)</b>	\$4.50 Per enplaned commercial passenger, Per FAA Approved PFC Application		
<b>DAA Owned Hangar Rental</b> <b>Rates (Per Each)</b> *\$50 Discount if paid in full by January 31 of lease year.	<u>Hangar Type</u>		<u>Per Month (Calendar)</u>
	West T-Hangars*		\$195.00
	East T-Hangars*		\$195.00
	East Ranch Hangars*		\$249.00
	Other	Set by Lease Agreement	
<b>Fuel Flowage Fee</b> (Fee Per Gallon)	FBO Charged In-to Plane Fee (Increased annually by CPI, no decreases)	\$0.042	
	FBO Charged Aviation, Heating & Auto Fuel Fee	\$0.09	
	Fee Per Gallon - Other Airport Operator	Set by Operator Agreement	
<b>Parking Lot Fees</b> (Includes Tax)		<u>Surface</u>	<u>Ramp</u>
	0-1 Hour	\$3.00	\$5.00
	1-2 Hours	\$5.00	\$7.00
	2-6 Hours	\$9.00	\$10.00
	6-24 Hours (Daily)	\$13.00	\$15.00
	Weekly	\$78.00	\$90.00
	Additional Drive-off Fee	\$125.00	\$125.00
<b>Parking Permits</b> (Includes Tax) *DAA Employees and DAA Directors are exempt for airport business		<u>Monthly</u>	<u>Annual</u>
	Corporate Surface Permit (Annual)		\$1,300.00
	Corporate Garage Permit (Annual)		\$2,150.00
	Airport Employee Tenant Permit (Annual)*		\$96.00
	Airline Crew Overnight Permit (Monthly or Annual)	\$51.00	\$612.00
	Tenant Commercial Parking Agreement (Monthly or Annual)	\$250.00	\$3,000.00
<b>Commercial Vehicle</b> <b>Fees &amp; Permits</b> (Includes Tax)	Taxi/Limo/Hotel Shuttle Permit (Annual)	\$200.00	Per Each Vehicle
	Passenger Shuttle Service Permit - Reqs. Operator Agreement (Annual)	\$500.00	Per Each Vehicle
	Transportation Network Company Permit (Annual)	\$1,500.00	Per Company
	Transportation Network Company Per Trip Fee	\$1.50	Per Pick-Up & Drop Off
<b>Ground &amp; Commercial Vehicle</b> <b>Violations</b>	Airport Employee Parking Violation		TBD
	Commercial Vehicle Violation		\$100.00



## DULUTH INTERNATIONAL AIRPORT

### 2023 Rates and Charges Addendum

Effective January 1, 2023 - Adopted November 15th, 2022

<b>Business Services Club Pass</b>				
(Sponsorship Agreement Passes not included)	Per Pass Fee to Access Business Services Club Room			\$150 per pass
<b>Conference Room/Space Rates &amp; Fees</b>	<b>Room/Space</b>	<b>0-2 Hours</b>	<b>2-4 Hours</b>	<b>4-8 Hours</b>
(20% Discount for Airport Airport Terminal Tenants)	2nd Floor Mezzanine	\$200.00	\$250.00	\$350.00
	2nd Floor Conference Room - Room 250	\$50.00	\$75.00	\$100.00
	3rd Floor Conference Room - Amatuzio A	\$100.00	\$150.00	\$200.00
	3rd Floor Conference Room - Amatuzio B	\$75.00	\$150.00	\$200.00
	3rd Floor Conference Room - Amatuzio C	\$75.00	\$150.00	\$200.00
	3rd Floor Conference Room - Amatuzio A&B	\$125.00	\$175.00	\$250.00
	3rd Floor Conference Room - Amatuzio B&C	\$125.00	\$175.00	\$250.00
	3rd Floor Conference Room - Amatuzio A,B,C	\$150.00	\$200.00	\$300.00
	Technology Capability	\$25.00	\$50.00	\$75.00
<b>Fiber Internet</b>	<b>Internet Speed</b>	<b>Per Month (Calendar)</b>		
(Contract required with additional terms. Higher speeds available upon request)	100 MB Fiber Internet with 1 static IP address	\$120.00		
	200 MB Fiber Internet with 1 static IP address	\$180.00		
	Additional Static IP Address	\$24.95		
<b>Badging Fees</b>	<b>SIDA &amp; Sterile Badge</b>	\$200.00		
(DAA Employees, ARFF, CBP, Duluth PD and Fire & 148th Badges are exempt)	AOA Badge	\$125.00		
	Landside Badge	\$65.00		
	Incomplete	\$100.00		
(All fees to be paid regardless of whether badge is issued)	SIDA & Sterile Renewal	\$115.00		
	AOA Renewal	\$65.00		
	Renewal > 30 Days Past Expiration (SIDA, AOA, Sterile)	\$125.00		
	Lost or Non-Returned Badge	\$125.00		
	Badge Handling Fee (ex: company change, access change, etc.)	\$65.00		
	Construction Badge Handling Fee	\$50.00		
<b>Airport Car Rental Customer Facility Charge (CFC)</b>	Rental Car Transaction Per Day Charge for up to Maximum of 4 Days	\$4.00		

## Resolution to Approve the Rates and Charges Addendum for DYT Executive Summary

### ***Terms:***

- Calendar year of 2023

### ***Overview:***

- Annually DAA staff reviews the referenced Rates and Charges Addendum to recommend rate adjustments where necessary and additional rates to be added.
- Used survey data of surrounding airports.

### ***Summary of Changes:***

- Changed verbiage for where fuel prices are published
- Fuel discount changed to \$0.25/gallon rather than 5%
- Additional 2% discount for 350/month purchased fuel discontinued
- Per night (transient) parking rate increased from \$5.00 to \$10.00 to capture fees from transients
- Parking policies and legal language added
- Land Lease verbiage updated
- Payment information added





**2023 Rates & Charges**  
Effective January 1st, 2023 - Adopted November 15th, 2022

<b>Fuel Price</b>	To be determined by airport manager and published on the Duluth Sky Harbor website, ForeFlight, SkyVector, AirNav, GlobalAir and 100LL.com.		
<b>Fuel Discounts</b> Discounts may not be stacked Tenant Discount requires fuel card	Sky Harbor Tenant with lease agreement or Commercial Operator Agreement	\$0.25	Per Gallon
<b>Tie-down</b>	Per Night (1-6 nights) Per Week (1-3 weeks) Per Month Six month season	\$10.00 \$30.00 \$90.00 \$450.00	per night per week per month per six month season
<b>Aircraft Parking Rules</b>	<p>Aircraft parking spaces are non-reservable and shall be occupied on a first come, first served basis.</p> <p>A. No person shall park, store, tie down or leave an aircraft on any area of the airport other than designated parking spaces or those designated by the Airport Manager.</p> <p>B. The pilot and owner of an aircraft are solely responsible for parking and tying down their aircraft and shall properly secure their aircraft while it is parked or stored on the airport. Pilots and owners of aircraft are solely responsible for securing aircraft in a manner necessary to avoid damage to other aircraft or buildings on the airport in the event of wind or other severe weather conditions. The pilot and owner of an aircraft shall be held responsible and liable for any damage or loss whatsoever resulting from failure to comply with this rule.</p> <p>C. With respect to aircraft parking, tie-down and storage, the Airport Manager is authorized to control and direct activities that the Airport Manager determines concern the health, welfare and safety of Sky Harbor, its tenants, and users.</p> <p><b>All invoiced aircraft parking fees shall be paid within thirty (30) days of invoice date.</b> In the event that aircraft parking fees are not paid within thirty (30) days of invoice date and such failure to pay continues for a period exceeding ninety (90) days after invoice date, the aircraft owner shall be in default. Upon default, the Duluth Airport Authority may exercise any one or more of the following remedies (in its sole discretion): (i) utilize a collections agency and/or an attorney to recover said amount, including reasonable attorney's fees, court costs, and collection costs, (ii) enter the premises where the aircraft is located and take immediate possession of and remove (or disable in place) the aircraft by self-help, summary proceedings or otherwise without liability; and (iii) eject and trespass the aircraft pilot and owner from Sky Harbor.</p>		
<b>Hangar 1 Aircraft Storage Fee</b>	Per hangar space	\$275.00	per month
<b>Float Storage</b>	Contact Jonathan Aero for float storage pricing		
<b>Overnight Vehicle Parking</b> Space Limited	See airport manager for parking costs and details		
<b>Land Lease</b>	Price per agreement with Duluth Airport Authority		

**Additional Information**

<b>Payment Options &amp; Instructions</b>	1. Scanning the QR code available in the airport terminal building – Direct payment 2. On the Duluth Airport Authority website Sky Harbor page – Direct payment <a href="https://skyharbor.duluthairport.com/plan-your-stay/tie-down-payment/">https://skyharbor.duluthairport.com/plan-your-stay/tie-down-payment/</a> 3. Monthly invoicing from the Duluth Airport Authority (weekly, monthly and seasonal parking) Make checks payable to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811 <b>*All invoiced aircraft parking fees shall be paid within thirty (30) days of invoice date</b>		
<b>Contacts for Questions</b>	Airport Manager - Ken Timm Maintenance Parking/Float Storage - Jonathan Aero	218-733-0078 218-269-2433	<a href="mailto:ktimm@duluthairport.com">ktimm@duluthairport.com</a> <a href="mailto:jonathanaero4@gmail.com">jonathanaero4@gmail.com</a>

## Resolution to Approve the Duluth Airport Authority 2023 Annual Budget Executive Summary

### ***Terms:***

- Calendar year of 2023

### ***Overview:***

- Annually DAA staff prepares the upcoming year's budget for approval by the DAA board
- Once approved by the DAA board, the budget will go to the City Council for approval
- DAA staff continues to budget to support master plan and strategic plan initiatives
- Staff has budgeted to utilize \$1.4M in cash reserves to provide the local share of funding opportunities and support operations in 2023
- There are no changes recommended for the budget that was proposed in draft form at the October board meeting
- Additional budget assumptions are attached as a part of this package for your review





## DULUTH AIRPORT AUTHORITY

### 2023 ANNUAL BUDGET

Financial Row	Annual Budget 2023
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$17,800
Concession Revenue	\$1,843,538
Customer Facility Charges	\$210,273
Miscellaneous Revenues	\$90,260
Parking	\$125,230
Permits	\$10,300
Plowing Services	\$0
Reimbursed Expenses	\$44,684
Rent	\$226,255
Sponsorship Income	\$82,000
State Aid	\$300,458
Total - Non-Aeronautical Revenue	\$2,950,799
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$84,850
Concession Revenue	\$139,699
Event Income	\$37,320
Landing Fees	\$34,680
Ramp Fees	\$18,596
Rent	\$1,223,430
Security Reimbursement	\$100,700
Tie Downs	\$4,500
Total - Non-Passenger Aeronautical Revenue	\$1,643,775
Passenger Airline Aeronautical Revenue	
Landing Fees	\$337,106
Terminal Office/Space Rental	\$984,310
Total - Passenger Airline Aeronautical Revenue	\$1,321,416
Total - Income	\$5,915,990
Gross Profit	\$5,915,990
Expense	
Miscellaneous Expenses	\$71,436
Personnel Compensation & Benefits	
Benefit Administration Fees	\$1,100
Employer Contributions for Retirement	\$268,903
Employer Paid Insurance	\$435,505
Retiree Benefits	\$151,167
Unemployment Compensation	\$0
Wages & Salaries	\$2,008,647
Worker's Compensation	\$44,000
Total - Personnel Compensation & Benefits	\$2,909,323
Services and Charges	
Advertising	\$1,850
Badging	\$16,000
Central Services Fee	\$73,200
Communications & Technology	\$272,710
Employee Development Services	\$86,670
Employee Physicals	\$2,500
Finance Charge	\$0
Insurance	\$117,900
Marketing	\$209,111
Professional Services	\$405,000
Rentals	\$13,680
Repairs and Maintenance - Contractual/Services	\$527,937

Sponsorship Expenses	\$9,700
Transportation	\$4,150
Utility Services	\$526,585
Total - Services and Charges	\$2,266,993
Supplies	
Merchandise for Resale	\$72,500
Office Supplies	\$37,866
Operating Supplies	\$259,610
Repairs & Maintenance Supplies	\$398,700
Total - Supplies	\$768,676
Total - Expense	\$6,016,427
Net Ordinary Income	(\$100,437)
Other Income and Expenses	
Other Income	
Capital Contributions	
Grants	
Total - Capital Contributions	\$0
Non-Operating Revenue	
Gain/Loss on Asset Disposal	\$0
Interest Income	\$54,130
Passenger Facility Charges	\$442,079
Total - Non-Operating Revenue	\$496,209
Total - Other Income	\$496,209
Other Expense	
Non-Operating Expense	
Interest Expense	\$221,964
Total - Non-Operating Expense	\$221,964
Total - Other Expense	\$221,964
Net Other Income	\$274,245
Net Income Exclusive of Project Expenses, Depreciation & Amortization	\$173,808
Projects/Grants	
Capital Contributions	
Contributed Capital	
Other	\$1,000,000
Total - Contributed Capital	\$1,000,000
Grants	
Federal Grants	\$15,696,840
State Grant	\$1,242,630
Total - Grants	\$16,939,470
Total - Capital Contributions	\$17,939,470
Total - Projects/Grants	\$17,939,470
Capital Improvement Costs	\$19,490,000
Loan Principal	\$930,000
CFC's Reserved for Approved Projects	\$16,788
Coverage for Hangar 103 Amortization	\$75,000
PFCs To be Collected In the Future	(\$959,734)
Cash Reserves	\$1,438,776
Positive (Negative) Budget Variance	(\$0)
Depreciation & Amortization	
Amortization Expense	(\$295,650)
Depreciation	(\$9,711,990)
Total - Depreciation & Amortization	(\$10,007,639)
Net Income	\$8,105,638



## **2023 BUDGET ASSUMPTIONS**

### **MAJOR TAKE AWAYS:**

- Operating revenues have not fully recovered to pre-pandemic levels.
- Operating expenses are estimated to have increased by 10% due to the increases in fuel and repairs and maintenance costs, utilities, contracted services and personnel wages and benefits.
- We continue to support the master plan as well as our strategic plan initiatives.
- 5% rate increase to Signatory Airline rates has been proposed and nearly all other rates are being updated by CPI as well.
- Passenger related concession revenue was estimated based on similar activity to 2022. Other revenues were determined based on current activity and contracted rates.
- Our annual debt service in 2022 for all long-term debt is \$1,071,963.
- Strategy to utilize \$1.4M cash reserves has been identified to provide the local share of funding opportunities and support operations in 2023.

### **OPERATING REVENUE:**

#### **Non-Aeronautical Revenue:**

- Concession projections were determined estimating similar passengers for 2023 as for 2021-2022 trend data.
- Actual income assumed per individual rental/lease contracts.

#### **Non-Passenger Aeronautical Revenue:**

- Landing Fees and concessions were projected reviewing three-year averages with more weight placed on 2021-2022 trend data.
- Actual income assumed per individual rental/lease contracts.

#### **Passenger Airline Aeronautical Revenue:**

- Proposed 5% adjustment to both landing fee rates as well as terminal rental rate.
- Used activity provided for 2022 assuming similar service.
- Included Sun Country activity, less incentives offered during initial 2-year period.
- Assumed cash reserves provided by prior COVID relief funds continue to offset reductions in other revenue streams to subsidize Airline rates.

### **OPERATING EXPENSES:**

#### **Central Services/City Admin Fee:**

- City has increased the central services fee by 25k.

#### **Personnel Compensation & Benefits:**

- Staff remains the same for 2023 as current staff levels.
- Assumed actual wages after step increases with estimated negotiated increase in wages for all CBA & Management employees.
- Assumed 10% increase in health benefit costs as approved by the JPE.
- Retiree insurance premiums adjusted for current retiree cost.
- Work comp benefit payments as well as insurance premiums are included in this figure.

#### **Utilities:**

- Assumed similar usage to last year, with mild CPI for larger building utility expenses.

**Professional Services:**

- Increase in professional services necessary for upcoming airline negotiations, etc.

**Customer Service:**

- Includes Thanks Again operating costs and prepaid comps.

**Travel/Training:**

- Each department projected actual travel and training.

**Supplies:**

- Operating and repair and maintenance supplies have increased to support deferred maintenance initiatives.
- Increased cost of contractual services due as well as anticipated additional IT expenses.

**All Other:** Based on current year as well as historical trends and estimates

**SKY HARBOR:**

**Sky Harbor Revenues:** Reviewed trends and averages from previous three years

- Land/Field Rent: Based on 2022-2023 actual leases
- Concessions: Estimated based on expected activity
- Av Gas Sales: Projected to be similar to 2022
- Hangar Rental: Based on current rental agreements
- State Aid M&O: Assumed same as 2021-2022 state fiscal year

**Sky Harbor Expenses:** Based on trends and averages from last 3 years

- COGS: Increase in fuel costs.

**LONG-TERM LIABILITIES:**

- We currently have three loans from the City which were funded with a GO Bond issuance.
  - The first was for terminal/parking structure expenses and has a payback to the city using PFCs, CFCs and DAA operating dollars.
    - Generally, over 50% of our current annual collections of PFCs and CFCs are used to pay this debt service, leaving less than 50% for our upcoming projects.
    - This was a 15-year loan, which goes through 2026.
    - This bond was refunded in 2021 and the general revenue share was paid off, leaving only the PFC and CFC portion left to pay.
  - The second was to fund our parking structure and has a payback using parking lot revenues.
    - At EOY we must use our parking revenues, less expenses, and deduct \$800,000 which is dedicated to previous airport operations.
    - What's left is used to pay our debt service and then 80% will be deposited into a contingency fund at the city to make future payments if necessary.
    - This is a 15-year loan, which goes through 2027.
  - The third loan funded renovations to LSC's Center for Advanced Aviation. Rent revenues pay the annual debt service plus 5% over levy.
    - This is a 15-year loan, which goes through 2030.
- Our expected annual debt service for 2022 for all our long-term debt is \$1,071,963.

VII D

Duluth Airport Authority  
Federal Aviation Administration Reimbursable Agreement RA-004932 for  
Design of Taxiway A Reconstruction Project at the Duluth International  
Airport

**Terms:**

- Estimated start date of December 1, 2022
- Estimated end date of April 30, 2023

**Fiscal Impact:**

The reimbursable agreement in the amount of \$82,728.00 requires pre-payment before work can begin. The amount is eligible for 90 percent FAA funding as part of an upcoming grant, and 5 percent funding from MnDOT.

**Agreement Overview:**

This reimbursable agreement includes design review and support from the FAA's engineering services group. The contract provisions are included in the Reimbursable Agreement document between the DAA and FAA. The attached agreement is a Draft being routed for signatures, the final document will not have any substantial changes.

**Background:**

The purpose of this Agreement between the FAA and the DAA is to perform site visit, preliminary design, engineering, review, and construction/installation activities in the Sponsor's Taxiway (TWY) A reconstruction project impacting FAA-owned facilities including Runway 9 Localizer, Runway 9 Glide Slope, Runway 9 Runway Visual Range, Runway 27 Localizer, Runway 9 Approach Lighting System, FAA cabling and infrastructure. This Agreement provides funding for the FAA to establish these services. The FAA and the Sponsor will enter into either an amendment of this agreement or a new agreement to cover the implementation of the project plans developed under this agreement.

As part of a previous agreement with SEH, SEH will provide review copies of plans and project documents and make necessary changes as required. 50 percent, 90 percent, and 100 percent plan reviews are anticipated.



**NON-FEDERAL REIMBURSABLE AGREEMENT**

**BETWEEN**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

**AND**

**DULUTH AIRPORT AUTHORITY  
DULUTH INTERNATIONAL AIRPORT  
DULUTH, MINNESOTA**

**WHEREAS**, the Federal Aviation Administration (FAA) can furnish directly or by contract, material, supplies, equipment, and services which the Duluth Airport Authority (Sponsor) requires, has funds available for, and has determined should be obtained from the FAA;

**WHEREAS**, it has been determined that competition with the private sector for provision of such material, supplies, equipment, and services is minimal; the proposed activity will advance the FAA's mission; and the FAA has a unique capability that will be of benefit to the Sponsor while helping to advance the FAA's mission;

**NOW THEREFORE**, the FAA and the Sponsor mutually agree as follows:

**ARTICLE 1. Parties**

The Parties to this Agreement are the FAA and Duluth Airport Authority.

**ARTICLE 2. Type of Agreement**

This Agreement is an "other transaction" authorized under 49 U.S.C. § 106(l)(6). It is not intended to be, nor will it be construed as, a partnership, corporation, joint venture or other business organization.

**ARTICLE 3. Scope**

- A. The purpose of this Agreement between the FAA and the Sponsor is to perform site visit, preliminary design, engineering, review, and construction/installation activities in the Sponsor's Taxiway (TWY) A reconstruction project impacting FAA NAS facilities including Runway (RWY) 9 Localizer (LOC), RWY 9 Glide Slope (GS), RWY 9 Runway Visual Range (RVR), RWY 27 LOC, RWY 9 Approach Lighting System (ALS), FAA cabling and infrastructure. This Agreement provides funding for the FAA to establish these services. The FAA and the Sponsor will enter into either an amendment of this agreement or a new agreement to cover the implementation of the project plans developed under this agreement. FAA support may be affected by government shutdowns, pandemics, natural disasters or other items outside of FAA

control. FAA engineer and technician onsite support will be coordinated in advance and scheduled in accordance with FAA travel restrictions. No construction work shall be performed involving FAA facilities, systems, and equipment during FAA maintenance moratorium periods, which will be provided by FAA. Waivers will not be approved during a FAA moratorium.

Therefore, this Agreement is titled:

**Duluth, MN (DLH) - FAA support for TWY A reconstruction project at Duluth International Airport**

**B. The FAA will perform the following activities:**

1. The FAA will perform Preliminary Design planning activities. This includes technical consultation, site visits, feasibility assessments, Spectrum analysis, project planning, scope definition, development of cost estimate(s), and travel in support of the reimbursable agreement program management.
2. Provide to the Sponsor any requirements and/or recommendations related to FAA facilities impacted by the Sponsor's project.
3. Provide all technical assistance necessary to ensure that the Sponsor's project meets FAA rules, regulations, orders, requirements, and standards.
4. Provide the design layout for new facilities to include footprint for relocated or new equipment, grounding plates, cable trays, lighting fixtures, and power raceways.
5. Provide all FAA standard drawings, specifications, and directives for use by the Sponsor in execution of the project.
6. Meet with the Sponsor as required to coordinate and discuss project planning and engineering.
7. Coordinate with the Airport Sponsor in order to ensure that National Environmental Policy Act (NEPA) documentation for the project incorporates associated FAA actions. Also ensure NEPA documentation meets FAA requirements and approvals.
8. Provide engineering if required for FAA RE
9. Perform engineering design reviews of the Sponsor's plans and specifications in support of the Sponsor's construction project that affects FAA systems or equipment.
10. The FAA will require 21 calendar days for review of the 50% and 100% packages, and 60 calendar days for review of the 90% design plans submission. The Sponsor's design plans and specifications are not final until the FAA has notified the Sponsor that all of the FAA's comments, suggestions, and/or requirements have been incorporated into the design plans and specifications.
11. No work may begin that affects FAA facilities until the design plans and specifications are final.

C. The Sponsor will perform the following activities:

1. Provide funding for all activities outlined in this Agreement.
2. Provide a full set of plans, including scaled electronic drawings, showing the proposed work.
3. Provide a full schedule for the work to be accomplished, including construction activities related to FAA facilities and equipment.
4. Incorporate requirements and recommendations made by the FAA into the design drawings and specifications impacting FAA-owned systems.
5. Provide survey information and/or documentation to verify the clearance of critical areas and obstruction surfaces relating to FAA facilities.
6. Provide the FAA with access to the project site, including any airport-specific security briefs or driving requirements, for the purposes of site surveys, construction inspection, and other activities.
7. Perform all appropriate surveys and engineering design for the Sponsor's project impacting FAA facilities, equipment and infrastructure. The performance of these activities will include but not be limited to the Runway 9 Localizer, Runway 9 Glide Slope, Runway 9 Runway Visual Range, Runway 27 Localizer, Runway 9 Approach Lighting System, FAA cabling and infrastructure and associated shelters, utility feeds, underground cables, infrastructure, and duct bank concerning the Sponsor's project.
8. Develop the plans and specifications for protection of FAA facilities, cables and buried infrastructure, with FAA's participation and approval. The Sponsor shall coordinate any interruptions or changes that may have an impact to FAA facilities, systems, and equipment necessitated by the Sponsor's project. Scope of work includes, but is not limited to: identification and location of FAA cables and utility feeds to FAA facilities; protection of FAA buried infrastructure, and the development of contingency plans should FAA buried infrastructure be damaged by Sponsor or Sponsor's contractors.
9. Provide a schedule of engineering deliverables when the design packages will be available for FAA review. The FAA will require 21 calendar days for review of the 50% design plan submission and 30 calendar days for the review of the 100% design plan submission.
10. Provide funding for any mandatory upgrades or modifications to any FAA facility impacted by the Sponsor's project. An example of a required modification is safety-related improvements when a facility is "grandfathered" (i.e., allowed to operate under the original design but required to be compliant with current standards).



11. Coordinate schedule and construction sequencing plan with the FAA NAVAIDS Engineering Center before finalizing the plan to ensure that the Sponsor and FAA are in agreement on the critical path, schedule, and milestones. This should be done during the project design phase, before construction contract award. In addition, provide a schedule within 30 days of the effective date of this Agreement, and updated monthly (or as soon as changes occur), including the following tasks:
  - a. Construction bid
  - b. Construction award
  - c. Construction start
  - d. Construction complete
  - e. Overall construction sequencing schedule, to include FAA facilities
  - f. Runway/Taxiway service available dates
  - g. Dates when FAA is assume ownership for work on buried infrastructure
  - h. Dates when flight checks of each FAA-owned NAVAIDS are required
  - i. Date when ILS critical areas and image forming areas will be graded to within 3" of final grade.
12. Provide to the FAA in hard-copy format 4 sets of 11" x 17" design plans and electronic copies using "MicroStation or AutoCAD" and PDF formats of the complete and finalized design drawings and specifications for the FAA's coordination and review at the agreed-upon design phases. Within 21 working days of receipt of the FAA's comments, or within such other period as the parties may agree, the Sponsor will provide to the **FAA NAVAIDS Engineering Center**, a written response to each of the FAA's comments, suggestions, and requirements. The 100% design plans and specifications are not final until the **FAA NAVAIDS Engineering Center**, has notified the Sponsor that all of the FAA's comments, suggestions, and requirements have been incorporated into the design plans and specifications.
13. Provide to the FAA final project plans and specifications that incorporates the FAA's comments from the 100% engineering review no later than 21 days after FAA approval of the 100% drawings. The complete/finalized project drawings and plans and specifications shall be sent to the Engineering Services address listed in this section.
14. Complete the contract, construction bid, and award process for the construction phase of the project using approved FAA plans and specifications for FAA impacted facilities. The project's scope of work will include but not be limited to all plot site preparation work (e.g., trenching, grading, filling, foundations, demolition) and the installation of all necessary equipment and associated infrastructure. Sponsor will not bid the portion of work that includes the FAA equipment and cabling until the FAA has agreed that all of the drawings and specifications are final.
15. No construction associated with this project that affect FAA facilities or equipment may begin prior to receipt of the foregoing FAA design approval.

Furthermore, the Sponsor shall advise the FAA immediately of any proposed changes to the "approved" design plans and specifications before and during the projects construction. Before starting any construction, provide three full size sets of the construction package to FAA Engineering Services:

NAVAIDs Engineering Center, AJW-2C14A  
ATTN: Luis Dominguez  
2300 E Devon Ave  
Des Plaines, IL 60018  
Phone: (847) 294-7669  
Email: Luis.N.Dominguez@faa.gov

16. Provide any information on hazardous materials or other environmental conditions that may impact the FAA relocated facilities. This information includes, but is not limited to, previous and current studies/reports conducted on known or suspected areas of environmental contamination located on or adjacent to airport property. The Sponsor agrees to remediate, at its sole cost, all hazardous substance contamination found to impact the proposed FAA facility sites prior to construction and modification to the land rights MOA. In the event that contaminants are discovered on future FAA equipment areas during the course of the FAA's environmental due diligence documentation process, the FAA will require that those areas be remediated. Should this occur, the FAA would coordinate further details with the Sponsor.
  17. Submit FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form (Outage Request Form) no-less-than 45 days prior (preferably 60 days) to the start of construction that will impact NAS facilities, result in a full or partial runway closure, or result in a significant taxiway closure. This form is available on the OE/AAA website under the Forms section. This form may also be used to notify the FAA of any changes to the project schedule.
  18. Provide a copy of the submitted FAA Form 6000-26 to the FAA ES POC outlined in this section.
  19. Sponsor shall work with the FAA Airports Region/District Office and submit NRA or NR airspace cases for temporary and permanent locations of all buildings and equipment to be placed on the airfield as well as required Airspace cases showing information regarding construction vehicles and equipment during each phase of the project to include all trenching operation locations, truck routes, contractor staging areas, cranes, etc. Sponsor shall respond to all NR/NRA case reviewer questions and comply with all reviewer comments. A "determination letter" must be received and reviewed by the FAA ADO before any construction can begin. Airspace cases can be submitted online via <https://oeaaa.faa.gov>.
- D. This agreement is in whole or in part funded with funding from an AIP grant ☒ Yes ☐ No. If Yes, the grant date is: TBD and the grant number is: TBD.  
If the grant information is not available at the time of agreement execution, the Sponsor will provide the grant information to the FAA when it becomes available.

#### **ARTICLE 4. Points of Contact**

##### **A. FAA:**

1. The FAA Central Service Area Center, Planning and Requirements Group will provide administrative oversight of this Agreement. Eric Thacker is the Lead Planner and liaison with the Sponsor and can be reached at 817-222-4506 or via email at Eric.P.Thacker@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
2. The Chicago NAVAIDS Engineering Center will perform the scope of work included in this Agreement. Luis Dominguez is the Center Manager and liaison with the Sponsor and can be reached at (847) 294-7669 or via email at luis.n.dominguez@faa.gov. This liaison is not authorized to make any commitment, or otherwise obligate the FAA, or authorize any changes which affect the estimated cost, period of performance, or other terms and conditions of this Agreement.
3. FAA Contracting Officer: The execution, amendment, and administration of this Agreement must be authorized and accomplished by the Contracting Officer, Bradley K. Logan who can be reached at 817-222-4395 or via email at Brad.Logan@faa.gov.

##### **B. Sponsor:**

Duluth Airport Authority  
Mark Papko  
4701 Grinden Dr.  
Duluth, MN 55811  
218-625-7767  
Mpapko@duluthairport.com

#### **ARTICLE 5. Non-Interference with Operations**

The Sponsor understands and hereby agrees that any relocation, replacement, or modification of any existing or future FAA facility, system, and/or equipment covered by this Agreement during its term or any renewal thereof made necessary by Sponsor improvements, changes, or other actions which in the FAA's opinion interfere with the technical and/or operations characteristics of an FAA facility, system, and/or piece of equipment will be at the expense of the Sponsor, except when such improvements or changes are made at the written request of the FAA. In the event such relocations, replacements, or modifications are necessitated due to causes not attributable to either the Sponsor or the FAA, the parties will determine funding responsibility.

## ARTICLE 6. Property Transfer

- A. To the extent that the Sponsor provides any material associated with the Project, and to the extent that performance of the requirements of this Project results in the creation of assets constructed, emplaced, or installed by the Sponsor, all such material (buildings, equipment, systems, components, cable enclosures, etc.) and assets will be transferred to and become the property of the FAA upon project completion. For purposes of this Article 6, "project completion" means that FAA has inspected the specific equipment or construction, and has accepted it as substantially complete and ready for use. The creation of an additional agreement will not be required, unless such other agreement is required by the laws of the state in which the subject property is located. The Sponsor and FAA acknowledge by execution of this agreement the FAA will accept the fundamental responsibilities of ownership by assuming all operations and maintenance requirements for all property transferred to the FAA. The transfer of asset(s) will occur on the date the asset(s) is placed in service. It has been determined the subject transfer(s) to FAA is in the best interest of both the Sponsor and FAA.
- B. In order to ensure that the assets and materials subject to this Article remain fully accounted-for and operational, the Sponsor will provide the FAA any additional documents and publications that will enhance the FAA's ability to manage, maintain and track the assets being transferred. Examples may include, but are not limited to, operator manuals, maintenance publications, warranties, inspection reports, etc. These documents will be considered required hand-off items upon Project completion.

## ARTICLE 7. Estimated Costs

The estimated FAA costs associated with this Agreement are as follows:

DESCRIPTION OF REIMBURSABLE ITEM	ESTIMATED COST
<b>Labor</b>	
WB4010, WB4020, WB4050, WB4060, WB4070 - Engineering Support	\$50,000.00
Labor Subtotal	\$50,000.00
Labor Overhead	\$21,928.00
<b>Total Labor</b>	<b>\$71,928.00</b>
<b>Non-Labor</b>	
WB4010, WB4020, WB4050, WB4060, WB4070 - Engineering Travel	\$10,000.00
Non-Labor Subtotal	\$10,000.00
Non-Labor Overhead	\$800.00
<b>Total Non-Labor</b>	<b>\$10,800.00</b>
<b>TOTAL ESTIMATED COST</b>	<b>\$82,728.00</b>

## ARTICLE 8. Period of Agreement and Effective Date

The effective date of this Agreement is the date of the last signature. This Agreement is considered complete when the final invoice is provided to the Sponsor and a refund is sent or payment is received as provided for in Article 9 of this Agreement. This Agreement will not extend more than five years beyond its effective date.

## ARTICLE 9. Reimbursement and Accounting Arrangements

- A. The Sponsor agrees to prepay the entire estimated cost of the Agreement. The Sponsor will send a copy of the executed Agreement and submit full advance payment in the amount stated in Article 7 to the Reimbursable Receipts Team listed in Section C of this Article. The advance payment will be held as a non-interest bearing deposit. Such advance payment by the Sponsor must be received before the FAA incurs any obligation to implement this Agreement. Upon completion of this Agreement, the final costs will be netted against the advance payment and, as appropriate, a refund or final bill will be sent to the sponsor. Per U.S. Treasury guidelines, refunds under \$1.00 will not be processed. Additionally, FAA will not bill the sponsor for amounts less than \$1.00.
- B. The Sponsor certifies that arrangements for sufficient funding have been made to cover the estimated costs of the Agreement.
- C. The Reimbursable Receipts team is identified by the FAA as the billing office for this Agreement. The preferred method of payment for this agreement is via Pay.Gov. The

sponsor can use a check or credit card to provide funding in this manner and receipt-processing time is typically within 3 working days. Alternatively, the sponsor can mail the payment to the address shown below. When submitting funding by mail, the Sponsor must include a copy of the executed Agreement and the full advance payment. All payments mailed to the FAA must include the Agreement number, Agreement name, Sponsor name, and project location. Payments submitted by mail are subject to receipt-processing delay of up to 10 working days.

FAA payment remittance address using USPS or overnight method is:

Federal Aviation Administration  
Reimbursable Receipts Team  
800 Independence Ave S.W.  
Attn: Rm 612A  
Washington D.C. 20591  
Telephone: (202) 267-1307

The Sponsor hereby identifies the office to which the FAA will render bills for the project costs incurred as:

Duluth Airport Authority  
Attn: Mark Papko  
4701 Grinden Dr.  
Duluth, MN 55811  
218-625-7767  
Mpapko@duluthairport.com

- D. The FAA will provide a quarterly Statement of Account of costs incurred against the advance payment.
- E. The cost estimates contained in Article 7 are expected to be the maximum costs associated with this Agreement, but may be amended to recover the FAA's actual costs. If during the course of this Agreement actual costs are expected to exceed the estimated costs, the FAA will notify the Sponsor immediately. The FAA will also provide the Sponsor an amendment to the Agreement which includes the FAA's additional costs. The Sponsor agrees to prepay the entire estimated cost of the amendment. The Sponsor will send a copy of the executed amendment to the Agreement to the Reimbursable Receipts Team with the additional advance payment. Work identified in the amendment cannot start until receipt of the additional advance payment. In addition, in the event that a contractor performing work pursuant to the scope of this Agreement brings a claim against the FAA and the FAA incurs additional costs as a result of the claim, the Sponsor agrees to reimburse the FAA for the additional costs incurred whether or not a final bill or a refund has been sent.

#### **ARTICLE 10. Changes and Amendments**

Changes and/or amendments to this Agreement will be formalized by a written amendment that will outline in detail the exact nature of the change. Any amendment to

this Agreement will be executed in writing and signed by the authorized representative of each party. The parties signing this Agreement and any subsequent amendment(s) represent that each has the authority to execute the same on behalf of their respective organizations. No oral statement by any person will be interpreted as amending or otherwise affecting the terms of the Agreement. Any party to this Agreement may request that it be amended, whereupon the parties will consult to consider such amendments.

#### **ARTICLE 11. Termination**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date, by giving the other party at least thirty (30) days prior written notice of termination. Payment of amounts due and owing may include all costs reimbursable under this Agreement, not previously paid, for the performance of this Agreement before the effective date of the termination; the total cost of terminating and settling contracts entered into by the FAA for the purpose of this Agreement; and any other costs necessary to terminate this Agreement. Upon receipt of a notice of termination, the receiving party will take immediate steps to stop the accrual of any additional obligations which might require payment. All funds due after termination will be netted against the advance payment and, as appropriate, a refund or bill will be issued.

#### **ARTICLE 12. Order of Precedence**

If attachments are included in this Agreement and in the event of any inconsistency between the attachments and the terms of this Agreement, the inconsistency will be resolved by giving preference in the following order:

- A. This Agreement
- B. The attachments

#### **ARTICLE 13. Legal Authority**

This Agreement is entered into under one or more of the following authorities: 49 U.S.C. § 106(l), 31 U.S. Code 6505 Intergovernmental Cooperation Act. Under these authorities, the Administrator of the FAA is authorized to enter into and perform such contracts, leases, cooperative agreements and other transactions as necessary to carry out the functions of the Administrator and the Administration on such terms and conditions as the Administrator considers appropriate. Nothing in this Agreement will be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

#### **ARTICLE 14. Disputes**

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any dispute through good faith negotiations, the dispute will be resolved by alternative dispute resolution using a method to be agreed upon by the parties. The outcome of the alternative dispute resolution will be final unless it is timely appealed to the Administrator, whose decision is not subject to further administrative review and, to the extent permitted by law, is final and binding (see 49 U.S.C. § 46110).

#### **ARTICLE 15. Warranties**

The FAA makes no express or implied warranties as to any matter arising under this Agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

#### **ARTICLE 16. Insurance**

The Sponsor will arrange by insurance or otherwise for the full protection of itself from and against all liability to third parties arising out of, or related to, its performance of this Agreement. The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf.

#### **ARTICLE 17. Limitation of Liability**

To the extent permitted by law, the Sponsor agrees to indemnify and hold harmless the FAA, its officers, agents and employees from all causes of action, suits or claims arising out of the work performed under this Agreement. However, to the extent that such claim is determined to have arisen from the act or omission by an officer, agent, or employee of the FAA acting within the scope of his or her employment, this hold harmless obligation will not apply and the provisions of the Federal Tort Claims Act, 28 U.S.C. § 2671, et seq., will control. The FAA assumes no liability for any losses arising out of any action or inaction by the Sponsor, its employees, or contractors, or any third party acting on its behalf. In no event will the FAA be liable for claims for consequential, punitive, special and incidental damages, claims for lost profits, or other indirect damages.

#### **ARTICLE 18. Civil Rights Act**

The Sponsor will comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs.



**ARTICLE 19. Protection of Information**

The parties agree that they will take appropriate measures to identify and protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

**ARTICLE 20. Security**

In the event that the security office determines that the security requirements under FAA Order 1600.72A applies to work under this Agreement, the FAA is responsible for ensuring that security requirements, including compliance with AMS clause 3.14.2.1, Contractor Personnel Suitability Requirements are met.

**ARTICLE 21. Reserved**

**ARTICLE 22. Entire Agreement**

This document is the entire Agreement of the parties, who accept the terms of this Agreement as shown by their signatures below. In the event the parties duly execute any amendment to this Agreement, the terms of such amendment will supersede the terms of this Agreement to the extent of any inconsistency. Each party acknowledges participation in the negotiations and drafting of this Agreement and any amendments thereto, and, accordingly that this Agreement will not be construed more stringently against one party than against the other. If this Agreement is not executed by the Sponsor within 120 calendar days after the FAA transmits it to the Sponsor, the terms contained and set forth in this Agreement shall be null and void. Additionally, the FAA expects this agreement to be funded within 120 days of execution, if funding is not received by that date; the FAA may exercise the right to renegotiate estimated costs.

**AGREED:**

**FEDERAL AVIATION  
ADMINISTRATION**

SIGNATURE \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE Contracting Officer  
DATE \_\_\_\_\_

**DULUTH AIRPORT AUTHORITY**

SIGNATURE Do  
NAME Not  
TITLE Sign  
DATE \_\_\_\_\_

VII E

Duluth Airport Authority  
Duluth International Airport  
Paul Bunyan Rural Telephone Cooperative Agreement for Services

**Terms:**

- 5 years

**Background:**

- Paul Bunyan Rural Telephone Cooperative has installed fiber cabling on airport property to serve the Terminal and other airport tenants.
- With the purchase of the MRO building, Cirrus needed fiber ran to the building, across airport property.
- This fiber route can be expanded in the future to serve tenants on the north side of the airfield.
- DAA will recapture their investment in this project over the term of the agreement.

**Agreement Overview:**

- Service agreement for dedicated MetroEthernet Service
- This agreement supersedes any previous agreement for services at these locations.
- Outage credits language provided if applicable.

**PAUL BUNYAN RURAL TELEPHONE COOPERATIVE  
AGREEMENT FOR SERVICES**

This Agreement is made and entered into this (DATE) \_\_\_\_\_, by and between the Duluth Airport Authority ("CUSTOMER") and Paul Bunyan Rural Telephone Cooperative ("PBC"), hereinafter jointly referred to as the "Parties".

This agreement provides the terms and conditions upon which PBC will provide services to CUSTOMER.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, PBC and CUSTOMER covenant and agree as follows:

**1. Service:**

CUSTOMER shall purchase and PBC shall provide to CUSTOMER the following (the "SERVICE"):

1) Dedicated MetroEthernet Service with a data rate limit of 10,000Mbps at the following LOCATION(s) or other nearby mutually agreeable location:

LOCATION1: 4600 Stebner Road, Duluth, MN or other mutually agreeable location near  
N46.84827, W92.18714 (WGS84)

LOCATION2: Existing PBC Fiber Optic Demarcation point at 4515 Taylor , Duluth, MN.

This agreement supersedes and replaces any other agreement for services executed by the Parties in October, 2022 for services between LOCATION1 and LOCATION2 above only.

PBC will splice the "shortest reasonable fiber route" between the LOCATIONs. The fiber route chosen will be within PBC's sole discretion.

**The SERVICE may be resold or shared ONLY to persons or entities physically located at the building LOCATION(s) identified above. SERVICE shall NOT be resold or shared in any other manner.**

**2. Charges for Service/Billing Period**

CUSTOMER shall pay PBC for the SERVICE at the rate of \$1,850.00 per month for each month of the calendar year whether or not the SERVICE is used by CUSTOMER.

\$0.00 for activation of SERVICE.

CUSTOMER will pay - 0 - in advance towards charges accrued under this agreement.

PBC shall invoice CUSTOMER in advance on the first of each month, and payment shall be due within 10 days of the invoice date. After 30 days late, payments penalties and interest of up to 1.5%/month (18% Annual Rate) or the maximum allowed by law may apply.

Any change in rates, charges or regulations mandated by the legally constituted authorities will act as a modification of any contract to that extent.

PBC shall have the right to charge CUSTOMER for payment any taxes, regulatory fees, or charges imposed by any governmental entity with jurisdiction.

**3. Limitations of Liability and Disclaimer of Warranties; Indemnification**

**A. CUSTOMER acknowledges that the SERVICE is provided on an "AS IS" basis without warranties of any kind, either expressed or implied, including but not limited to warranties of title or implied warranties of merchantability or fitness for a particular purpose.** Under no circumstances, including negligence by PBC or any other person or entity involved in providing the SERVICE, shall PBC or its employees, directors, agents, affiliates or subcontractors, be liable to CUSTOMER, to any customer of

CUSTOMER or to any user of the SERVICE, or to any other person for any direct, indirect, incidental, special or consequential damages, including but not limited to loss of profits, that may result from the inability to use, omission, deletion, interruption or any other failure of performances or malfunction of the SERVICE from any cause whatsoever or from any breach of this Agreement. CUSTOMER's sole remedy shall be a service credit for the period of time, if any, that the SERVICE is not in operation as required hereunder.

#### **4. Content of User Communications**

User communications, including any information stored on any devices provided by PBC, are the sole responsibility of CUSTOMER. CUSTOMER agrees to use SERVICE in compliance with all applicable federal, state, and local laws, rules, regulations, court orders, and governmental agency orders. Any change in rates, charges or regulations mandated by the legally constituted authorities will act as a modification of any contract to that extent. CUSTOMER agrees to use SERVICE in compliance with any acceptable use policies, rules, or regulations that PBC may establish to protect the security, integrity, or reliability of its systems.

#### **5. Term/Cancellation of Agreement**

The term of this Agreement shall be sixty (60) months, beginning on the date that PBC notifies CUSTOMER that service is available for use, subject to early termination as specifically provided herein. Thereafter, this Agreement shall continue to renew in annual periods until either party cancels this Agreement upon one month written notice to the other party.

If CUSTOMER terminates this agreement prior to completion of the term listed above, CUSTOMER agrees to immediately pay EARLY TERMINATION CHARGES equal to \$650.00 per location times the number of calendar months (or fraction thereof) remaining in the agreement.

In the event that CUSTOMER wishes to change to an alternative Service Location, if technically, commercially, and physically feasible and requested by CUSTOMER, PBC will move the service to new location. CUSTOMER agrees to pay all costs incurred by PBC for moving service to new location.

#### **6. Force Majeure**

PBC shall be excused from performance if its performance is prevented by acts or events beyond its reasonable control including but not limited to: severe weather and storms; earthquakes or other natural occurrences; strikes or other labor unrest; power failures; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive, or administrative authorities.

CUSTOMER shall be excused from performance other than payment obligations if its performance is prevented by acts or events beyond its reasonable control including but not limited to: severe weather and storms; earthquakes or other natural occurrences; strikes or other labor unrest; power failures; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive, or administrative authorities.

#### **7. Default by CUSTOMER**

CUSTOMER shall be in default hereunder for: (1) failing to make any payment owed hereunder, when due; (2) breaching any of the terms, conditions, covenants, warranties or representations herein; or (3) filing or initiating proceedings seeking liquidation, reorganization or other such relief under any bankruptcy or insolvency law (state or federal); provided, however, that CUSTOMER shall be given ninety (90) days to remove any such involuntary proceeding.

In the event CUSTOMER is in default under this Agreement, and does not cure such default within any time period for cure which is specified under this Agreement (or within five (5) days, after notice from PBC if no cure period is specified), then PBC shall have the right to either: (a) suspend or interrupt provision of the SERVICES to CUSTOMER; or (b) terminate this Agreement in its entirety without further notice to

CUSTOMER or other person. In any event, PBC shall not be precluded from pursuing any other remedy against CUSTOMER available to PBC at law or in equity.

## **8. Confidentiality**

PBC shall maintain the confidentiality of any information identified by CUSTOMER as "proprietary", "confidential" or "trade secret" and shall not disclose to any other person the contents of such information or make copies of such information, whether by electronic, optical or other means, whether during the term of this agreement or for a period of 48 months after termination of this Agreement.

CUSTOMER shall maintain the confidentiality of any information identified by PBC as "proprietary", "confidential" or "trade secret" and shall not disclose to any other person the contents of such information or make copies of such information, whether by electronic, optical or other means, whether during the term of this agreement or for a period of 48 months after termination of this Agreement.

## **9. Authority**

Each Party acknowledges that it has full power and authority to enter into and perform the provisions set forth in this Agreement, and that the individual or individuals executing this Agreement on behalf of each Party have been properly authorized and empowered to enter into this Agreement.

## **10. Ownership and Easement**

Title to, and ownership of, all equipment and facilities PBC uses in supplying SERVICE is and remains with PBC. PBC will supply SERVICE described in this Agreement in any manner and by means of any equipment, software, and facilities PBC chooses. The method of providing of SERVICE is a matter within PBC's sole discretion.

If installation of SERVICE requires installation of cable, equipment, or other facilities, CUSTOMER grants a perpetual zero cost easement to PBC with the following rights: 1) Ingress to and egress by reasonable routes across owner's property; 2) To operate, inspect, maintain, repair and replace PBC facilities; 3) To license, permit or otherwise agree to the joint use or occupancy of said facilities by any other person, firm, or corporation for communication purposes; 4) To make changes, alterations, improvements, substitutions, and additions to the existing facilities for communications services.

## **11. Miscellaneous**

Failure or delay by either party to exercise any right, power, or privilege hereunder, will not operate as a waiver hereto.

This contract may not be assigned to any third party without the written consent of PBC.

This agreement constitutes the entire understanding between CUSTOMER and PBC, and supersedes any prior agreements or understandings.

This Agreement shall be governed by the laws of the state of Minnesota.

In the event that a court, government agency, or regulatory agency with proper jurisdiction determines that this Agreement or a provision of this agreement is unlawful, this Agreement, or that provision of the Agreement to the extent it is unlawful, shall terminate. If a provision of this Agreement is terminated but the parties can legally, commercially and practicably continue without the terminated provision, the remainder of the Agreement shall continue in effect.

Installation of service may require PBC to install equipment at customer LOCATION(S). If said equipment requires electrical power, it shall be the responsibility of the CUSTOMER to provide adequate and reliable power at CUSTOMER expense. It shall be the responsibility of CUSTOMER to provide a reasonable

environment for said equipment. A reasonable environment includes appropriate temperature, humidity, security, protection from liquids and hazardous substances, and protection from loss and physical damage.

If CUSTOMER has unusual requirements that cause PBC to incur additional expenses to install, access, repair, or maintain the SERVICE, CUSTOMER shall pay PBC the additional expenses incurred due to said requirements. This includes, but is not limited to, installation during non-business hours, installation on towers or other hazardous locations, CUSTOMER required fees, additional training, staffing, certification, or safety equipment.

## 12. Survival of Provisions

Sections 3,6,7,8,10 and 11 shall survive the termination or expiration of this Agreement.

## 13. Outage Credits

In the event of a MetroEthernet service interruption, CUSTOMER will be issued an OUTAGE CREDIT pursuant to the Outage Credit Table below and subject to the terms contained herein.

OUTAGE CREDIT(s) will be CUSTOMER's sole remedy with respect to such an event. No OUTAGE CREDIT will be issued and PBC will not be liable for any service outage caused by any planned maintenance or Force Majeure event (described in Section 6). No OUTAGE CREDIT will be issued and PBC shall not be liable for any service interruption caused by failure of CUSTOMER's equipment, or failure of CUSTOMER to comply with any of the requirements of this Agreement. OUTAGE CREDITS are only issued for MetroEthernet service outages, no OUTAGE CREDITS are issued for internet or other service outages. CUSTOMER must request OUTAGE CREDIT in writing (e-mail is acceptable) within 30 days of an outage. Total OUTAGE CREDIT(s) shall not exceed 100% of the Monthly Charge in any given month.

Outage Credit Table:

<u>Service Interruption Duration</u>	<u>Monthly Charge Credit</u>
> 1 Hour and <= 4 Hours	10%
> 4 Hours and <= 8 Hours	25%
> 8 Hours and <= 24 Hours	50%
> 24 Hours	100%

CUSTOMER:

Signed: \_\_\_\_\_

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

By: \_\_\_\_\_

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

PAUL BUNYAN RURAL  
TELEPHONE COOPERATIVE:

Signed: \_\_\_\_\_

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

By: \_\_\_\_\_

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

***Customer Billing Information:***

Name

Address

City, State Zip

Telephone Number

E-Mail Address

***Customer Contact Information:***

Name

Address

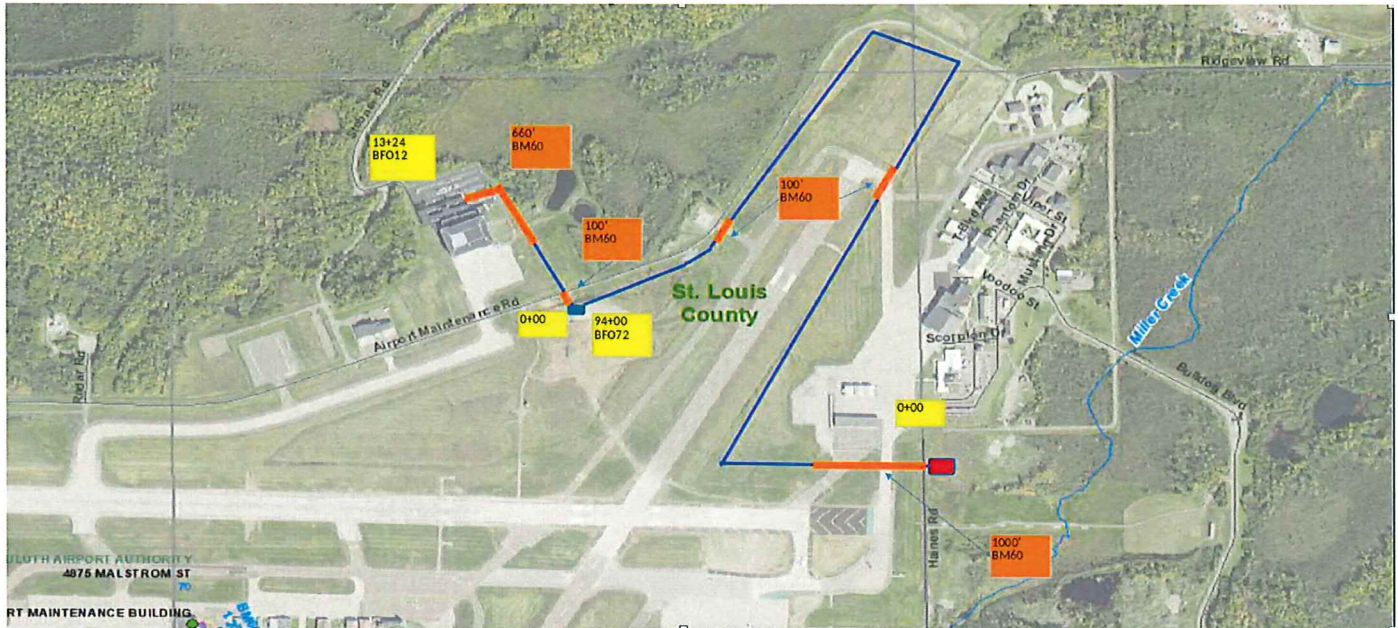
City, State Zip

Telephone Number

E-Mail Address

**PAUL BUNYAN RURAL TELEPHONE COOPERATIVE  
AGREEMENT FOR SERVICES  
ADDENDUM A**

It is understood and agreed by the Parties that PBC will install fiber optic cable that approximately follows the route indicated below:



NEW UNDERGROUND CABLE		
NEW <del>HH</del>		
UNDERGROUND DUCT		
EXIST <del>HH</del>		



# Duluth Airport Authority

## DAA Board Packet Budget vs. Actual Summary

### From Jan 2022 to Sep 2022

#### UNAUDITED

Financial Row	Prior Year Actual (Jan 2021 - Sep 2021)	Current Year (Jan 2022 - Sep 2022)	Budget Amount (Jan 2022 - Sep 2022)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2022 - Adjust 2022)
Ordinary Income/Expense							
Income							
Non-Aeronautical Revenue	2,209,887	2,171,107	2,231,721	97.28%	(38,781)	(60,614)	2,907,180
Non-Passenger Aeronautical Revenue	1,126,525	1,187,723	1,118,748	106.17%	61,198	68,975	1,485,468
Passenger Airline Aeronautical Revenue	1,031,412	997,853	926,636	107.69%	(33,559)	71,217	1,236,318
Total - Income	4,367,825	4,356,683	4,277,105	101.86%	(11,142)	79,578	5,628,966
Gross Profit	4,367,825	4,356,683	4,277,105	101.86%	(11,142)	79,578	5,628,966
Expense							
Miscellaneous Expenses	41,585	34,849	28,480	122.36%	(6,736)	6,368	36,670
Personnel Compensation & Benefits	1,634,437	1,829,917	1,828,150	100.10%	195,480	1,767	2,639,812
Services and Charges	1,425,844	1,586,992	1,624,181	97.71%	161,148	(37,189)	2,127,207
Supplies	451,540	482,989	518,162	93.21%	31,449	(35,173)	674,195
Total - Expense	3,553,406	3,934,747	3,998,974	98.39%	381,341	(64,227)	5,477,884
Net Ordinary Income	814,419	421,936	278,131	151.70%	(392,482)	143,805	151,083
Other Income and Expenses							
Other Income	387,441	2,151,186	1,264,815	170.08%	1,763,745	886,371	1,675,674
Other Expense	186,483	120,325	214,134	56.19%	(66,158)	(93,809)	285,512
Net Other Income	200,958	2,030,861	1,050,681	193.29%	1,829,902	980,180	1,390,162
Net Income Exclusive of Project Expenses, Depreciation & Amortization	1,015,377	2,452,797	1,328,812	184.59%	1,437,420	1,123,985	1,541,244
Projects/Grants	(41,046)	2,881,115	8,830,287	32.63%	2,922,161	(5,949,172)	11,773,715
Depreciation & Amortization	(8,398,976)	0	(8,327,102)	0.00%	8,398,976	8,327,102	(11,102,803)
Net Income	(7,424,645)	5,333,912	1,831,997	291.15%	12,758,557	3,501,915	2,212,157

- The results of this report are expected to change slightly with audit adjustments as well as delayed revenue and expense postings.
- At this time the DAA is at a favorable variance budget vs actual of over \$1.1M.
- 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 nearly 110k under budget due to the credits. Non-Aeronautical Revenue is \$60k under budget overall, Non-passenger aeronautical revenue is about 69k over budget and Passenger Airline Aeronautical revenue 71k over budget.
- The largest variance from budget in expenses comes from services and charges which are 37k under budget. Supplies are 35k under budget as well, while personnel compensation and benefits are within 2k of budget. Operating expenses overall are \$64k under budget.
- Non-operating income is substantially over budget because we had requested 100% of our CRSA COVID relief funds for operating purposes. We had also collected 100% of the ARPA Concessionaire Relief earlier this year. PFCs came in under budget by nearly \$100k, while expenses are down over \$94k because we have not utilized the line of credit as well as the reduced interest due to the refinancing last Fall for a total favorable variance vs budget of 980k.
- If we were to exclude all concessionaire relief credits and reimbursements we would be at an overall favorable variance of \$1.2M. This is largely due to the fact that we submitted for reimbursement of the full DLH CRSA Covid Relief grant which is responsible for 830k of the favorable variance.
- OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 11/7/22:
  - Minimum Cash Balance Goal: \$2,437,853
  - Current Balance: \$2,310,848 (does not include grants receivable)
  - Days Cash on Hand: 393 days currently vs 180 day benchmark (213 days over goal)

**Duluth Airport Authority**  
**Balance Sheet**  
**End of Sep 2022**

Financial Row	Amount
<b>ASSETS</b>	
Current Assets	
Bank	\$2,787,928.61
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$35,626.46
Accounts Receivable Billed	\$548,069.44
Grants Receivable	\$1,866,742.00
Total Accounts Receivable	\$2,450,437.90
Other Current Asset	\$112,717.48
Total Current Assets	\$5,351,083.99
Fixed Assets	
Accumulated Depreciation	(\$142,013,979.58)
Capital Assets	\$255,159,817.82
Work in Progress	\$10,800,421.19
Total Fixed Assets	\$123,946,259.43
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	\$132,889,981.72
Liabilities & Equity	
Current Liabilities	
Accounts Payable	\$1,713,186.07
Credit Card	\$8,017.95
Other Current Liability	
Accrued Expense	(\$3,766.66)
Accrued Interest	\$89,506.57
Accrued Sales Taxes Payable - All	\$447.72
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	\$126,766.60
Total Other Current Liability	\$2,367,078.90
Total Current Liabilities	\$4,088,282.92
Long Term Liabilities	
LT Loans Payable to City of Duluth	\$5,095,000.00
Net Pension Liability	\$883,984.00
Total Other Post Employment Benefit Liability	\$3,378,907.25
Total Long Term Liabilities	\$9,357,891.25
Equity	
Contributed Equity	\$16,621,668.70
Retained Earnings	\$97,488,227.03
Net Income	\$5,333,911.82
Total Equity	\$119,443,807.55
Total Liabilities & Equity	\$132,889,981.72

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

<b>Financial Row</b>	<b>Amount</b>
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$17,825.00
Concession Revenue	
ATM	(\$222.50)
Car Rental Concession	\$318,709.20
Food & Beverage Concession	(\$12,502.61)
Lottery Concessions	\$982.23
Parking	\$860,800.69
Per Passenger Fee	\$17,423.00
Services/Other	\$450.00
TNC Per Trip Fee	\$7,870.50
Vending	(\$1,227.39)
Total - Concession Revenue	\$1,192,283.12
Customer Facility Charges	\$171,796.00
Miscellaneous Revenues	\$88,411.25
Parking	\$108,492.76
Permits	\$11,021.81
Plowing Services	\$11,712.50
Reimbursed Expenses	\$44,762.40
Rent	\$183,169.97
Sponsorship Income	\$74,000.00
State Aid	\$267,632.01
Total - Non-Aeronautical Revenue	\$2,171,106.82
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$54,622.69
Concession Revenue	\$121,080.54
Event Income	\$35,720.00
Landing Fees	\$26,802.75
Ramp Fees	\$15,496.80
Rent	\$854,883.39
Security Reimbursement	\$74,442.00
Tie Downs	\$4,675.00
Total - Non-Passenger Aeronautical Revenue	\$1,187,723.17
Passenger Airline Aeronautical Revenue	
Landing Fees	\$202,883.21
Terminal Office/Space Rental	\$794,969.70
Total - Passenger Airline Aeronautical Revenue	\$997,852.91
Total - Income	\$4,356,682.90
Gross Profit	\$4,356,682.90
Expense	
Miscellaneous Expenses	\$34,848.90
Personnel Compensation & Benefits	
Benefit Administration Fees	\$549.30
Employer Contributions for Retirement	\$167,573.09
Employer Paid Insurance	\$285,086.84
Retiree Benefits	\$76,992.25
Wages & Salaries	\$1,271,779.74
Worker's Compensation	\$27,935.72
Total - Personnel Compensation & Benefits	\$1,829,916.94
Services and Charges	
Advertising	\$1,504.00
Badging	\$9,000.00
Central Services Fee	\$33,899.94
Communications & Technology	\$161,898.03

Financial Row	Amount
Employee Development Services	\$37,729.22
Employee Physicals	\$1,633.00
Insurance	\$76,706.71
Marketing	\$111,314.83
Professional Services	\$293,625.20
Rentals	\$9,122.65
Repairs and Maintenance - Contractual/Services	
Repairs and Maintenance - Contractual/Services	\$5,405.94
Airfield Electrical	\$109.50
Building	\$132,967.44
Elevator & Escalator Services	\$13,062.74
Equipment	\$62.42
Inspections	\$1,077.25
Janitorial & Cleaning - Main	\$176,039.24
Jet Bridge Repairs	\$4,145.30
Laundry Service	\$2,022.15
Pavement Maintenance	\$2,690.85
Pest Control	\$3,423.19
Safety & Environmental	\$7,038.59
Snow Removal	\$180.00
Total - Repairs and Maintenance - Contractual/Services	\$348,224.61
Sponsorship Expenses	\$6,482.00
Transportation	\$392.30
Utility Services	
Electric	\$289,991.19
Fuel Oil	\$2,098.46
Natural Gas	\$57,259.96
Propane	\$1,939.13
Refuse Disposal	\$29,547.54
Storm Water	\$103,539.34
Water	\$11,083.75
Total - Utility Services	\$495,459.37
Total - Services and Charges	\$1,586,991.86
Supplies	
Merchandise for Resale	\$52,258.38
Office Supplies	\$32,767.07
Operating Supplies	\$148,665.30
Repairs & Maintenance Supplies	\$249,298.19
Total - Supplies	\$482,988.94
Total - Expense	\$3,934,746.64
Net Ordinary Income	\$421,936.26
Other Income and Expenses	
Other Income	
Capital Contributions	
Contributed Capital	\$1,067,962.72
Grants	\$3,588,217.25
Total - Capital Contributions	\$4,656,179.97
Non-Operating Revenue	
Interest Income	\$53,212.21
Passenger Facility Charges	\$322,908.70
Total - Non-Operating Revenue	\$376,120.91
Total - Other Income	\$5,032,300.88
Other Expense	
Non-Operating Expense	
Interest Expense	\$120,325.32
Total - Non-Operating Expense	\$120,325.32
Total - Other Expense	\$120,325.32
Net Other Income	\$4,911,975.56
Net Income	\$5,333,911.82

**Duluth Airport Authority**  
**Duluth A/R Aging Report**  
**As of November 9, 2022**

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	10/10/2022 - 11/8/2022 (30) Open Balance	9/10/2022 - 10/9/2022 (60) Open Balance	8/11/2022 - 9/9/2022 (90) Open Balance	BEFORE 8/11/2022 (>90) Open Balance	TOTAL Open Balance
Avis Rent A Car	Invoice	11/1/2022	10439	12/1/2022	8	\$0.00	\$2,456.37	\$0.00	\$0.00	\$0.00	\$2,456.37
Azbell, Austin	Invoice	10/11/2022	10386	11/10/2022	29	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00
<b>Bellamy Bill</b>						\$0.00	\$451.13	\$287.07	\$0.00	\$0.00	\$738.20
Bemidji Aviation	Invoice	10/31/2022	10437	11/30/2022	9	\$0.00	\$842.92	\$0.00	\$0.00	\$0.00	\$842.92
<b>BKR Investments DBA Duluth Pack</b>						\$0.00	\$225.00	\$225.00	\$0.00	\$0.00	\$450.00
Brown, James	Invoice	11/1/2022	10477	12/1/2022	8	\$0.00	\$264.64	\$0.00	\$0.00	\$0.00	\$264.64
Budget Rent A Car	Invoice	11/1/2022	10440	12/1/2022	8	\$0.00	\$1,716.75	\$0.00	\$0.00	\$0.00	\$1,716.75
Case, Ronald Jr.	Invoice	10/11/2022	10394	11/10/2022	29	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
<b>Chandler, Daniel</b>						\$0.00	\$153.00	\$0.00	\$0.00	\$306.00	\$459.00
<b>Churchill, Sean</b>						\$0.00	\$197.56	\$0.00	(\$1.79)	(\$8.95)	\$186.82
<b>Cirrus Design Corporation</b>						\$0.00	\$24,079.35	\$2,166.36	\$53.30	\$3,318.02	\$29,617.03
<b>City of Duluth</b>						\$0.00	\$1,718.78	\$50.06	\$0.00	\$0.00	\$1,768.84
Clobes, Nathan	Invoice	7/15/2022	9995	8/14/2022	117	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
<b>Cloose Brian</b>						\$0.00	\$180.00	\$90.00	\$0.00	\$0.00	\$270.00
Compudyne	Invoice	11/1/2022	10472	12/1/2022	8	\$0.00	\$32.44	\$0.00	\$0.00	\$0.00	\$32.44
Dahlstrom, Heidi	Credit Memo	11/7/2022	309	11/7/2022	2	\$0.00	(\$51.00)	\$0.00	\$0.00	\$0.00	(\$51.00)
Dal Santo, Frances M	Invoice	11/1/2022	10486	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
<b>Delta Airlines</b>						\$0.00	\$42,832.95	\$0.00	\$0.00	\$0.00	\$42,832.95
<b>Divine Carriers</b>						\$0.00	\$132.65	\$132.65	\$132.65	\$530.60	\$928.55
<b>Dudley Bruce</b>						\$0.00	\$90.00	\$90.00	\$0.00	\$0.00	\$180.00
<b>Duluth Economic Development Authority</b>						\$0.00	\$0.00	\$38,812.00	\$25,088.00	\$0.00	\$63,900.00
Duluth Hangar, LLC	Invoice	11/1/2022	10474	12/1/2022	8	\$0.00	\$828.87	\$0.00	\$0.00	\$0.00	\$828.87
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	237	\$0.00	\$0.00	\$0.00	\$0.00	\$9,528.20	\$9,528.20
Ellefson, Nicholas	Invoice	11/1/2022	10483	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Enterprise Leasing Company	Invoice	11/1/2022	10445	12/1/2022	8	\$0.00	\$138.50	\$0.00	\$0.00	\$0.00	\$138.50
Federal Aviation Administration	Invoice	11/3/2022	10465	12/3/2022	6	\$0.00	\$13,026.00	\$0.00	\$0.00	\$0.00	\$13,026.00
Federal Express Corporation	Invoice	11/3/2022	10497	12/3/2022	6	\$0.00	\$1,915.00	\$0.00	\$0.00	\$0.00	\$1,915.00
Gardonio, Michael	Invoice	10/31/2022	10519	11/30/2022	9	\$0.00	\$119.96	\$0.00	\$0.00	\$0.00	\$119.96
General Services Administration	Invoice	11/3/2022	10466	12/3/2022	6	\$0.00	\$5,532.50	\$0.00	\$0.00	\$0.00	\$5,532.50
<b>Goritchan Boris</b>						\$0.00	\$180.00	\$90.00	\$360.00	\$879.00	\$1,509.00

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	10/10/2022 - 11/8/2022 (30) Open Balance	9/10/2022 - 10/9/2022 (60) Open Balance	8/11/2022 - 9/9/2022 (90) Open Balance	BEFORE 8/11/2022 (>90) Open Balance	TOTAL Open Balance
<b>Griffith Evans</b>						\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
<b>Grimsbo, Gerald</b>						\$0.00	\$153.00	\$0.00	\$0.00	\$306.00	\$459.00
<b>GSSC</b>						\$0.00	\$115.00	\$400.00	\$0.00	\$0.00	\$515.00
Hagberg, Rick	Invoice	11/1/2022	10485	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Hall John	Invoice	11/1/2022	10446	12/1/2022	8	\$0.00	\$298.32	\$0.00	\$0.00	\$0.00	\$298.32
Harris, Melissa	Invoice	10/11/2022	10390	11/10/2022	29	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00
Hatfield, Dan	Invoice	11/1/2022	10482	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
<b>Hermantown Hydraulics</b>						\$0.00	\$680.86	\$319.14	\$0.00	\$0.00	\$1,000.00
Hillman Colin	Invoice	11/1/2022	10493	12/1/2022	8	\$0.00	\$275.00	\$0.00	\$0.00	\$0.00	\$275.00
Hunstad, Nicholas	Invoice	11/1/2022	10460	12/1/2022	8	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Hydro Solutions, Inc.	Invoice	11/1/2022	10447	12/1/2022	8	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
<b>Johnson, Richard</b>						\$0.00	\$462.20	\$0.00	\$0.00	(\$7.08)	\$455.12
<b>Johnston, Paul</b>						\$0.00	\$195.77	(\$12.53)	\$0.00	\$0.00	\$183.24
Kleen-Tech Services, LLC	Invoice	11/1/2022	10448	12/1/2022	8	\$0.00	\$688.09	\$0.00	\$0.00	\$0.00	\$688.09
Kraus-Anderson Construction Company	Invoice	10/7/2022	10379	11/6/2022	33	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
Lake Superior College	Invoice	11/1/2022	10467	12/1/2022	8	\$0.00	\$34,468.27	\$0.00	\$0.00	\$0.00	\$34,468.27
<b>Lake Superior Helicopters</b>						\$0.00	\$5,178.04	\$6,785.19	\$0.00	\$0.00	\$11,963.23
Larsen, Shane	Invoice	7/18/2022	10013	8/17/2022	114	\$0.00	\$0.00	\$0.00	\$0.00	\$573.67	\$573.67
Love Creamery	Payment	6/6/2022	8666	6/6/2022	156	\$0.00	\$0.00	\$0.00	\$0.00	(\$30.00)	(\$30.00)
Lucero Andrew	Invoice	8/19/2022	10155	9/18/2022	82	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$360.00
Luck, Rick	Invoice	10/31/2022	10520	11/30/2022	9	\$0.00	\$112.90	\$0.00	\$0.00	\$0.00	\$112.90
Messerer Jon	Invoice	6/9/2021	8341	7/9/2021	518	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48	\$0.48
Minnesota Department of Transportation	Invoice	9/21/2022	10289	10/21/2022	49	\$0.00	\$0.00	\$207,067.00	\$0.00	\$0.00	\$207,067.00
<b>Monaco Air Duluth</b>						\$0.00	\$6,604.19	\$2,073.86	\$0.00	\$0.00	\$8,678.05
<b>Mountain Air Cargo</b>						\$0.00	\$1,549.68	\$0.00	\$0.00	\$0.00	\$1,549.68
Northland Constructors, Inc.	Invoice	11/1/2022	10456	12/1/2022	8	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
<b>Oakwells CR, LLC</b>						\$0.00	\$720.00	\$1,371.47	\$0.00	\$0.00	\$2,091.47
On Site Enterprises, Inc	Credit Memo	2/3/2022	279	2/3/2022	279	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,356.39)	(\$1,356.39)
Opack Matthew Jr.	Invoice	11/1/2022	10491	12/1/2022	8	\$0.00	\$198.50	\$0.00	\$0.00	\$0.00	\$198.50
Palmer, John	Invoice	11/1/2022	10492	12/1/2022	8	\$0.00	\$198.50	\$0.00	\$0.00	\$0.00	\$198.50
Parsons Electric	Invoice	10/7/2022	10382	11/6/2022	33	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
Payne, Robert	Invoice	11/1/2022	10476	12/1/2022	8	\$0.00	\$264.64	\$0.00	\$0.00	\$0.00	\$264.64
Premium Air, LLC	Invoice	9/30/2022	10511	10/30/2022	40	\$0.00	\$0.00	\$209.87	\$0.00	\$0.00	\$209.87
<b>QMS, INC.</b>						\$0.00	\$199.95	\$219.78	\$0.00	\$0.00	\$419.73
Rathbun, David	Invoice	11/1/2022	10484	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	1,178	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
RS&H	Invoice	11/1/2022	10475	12/1/2022	8	\$0.00	\$2,565.99	\$0.00	\$0.00	\$0.00	\$2,565.99
<b>Scenic Airrides</b>						\$0.00	\$514.50	\$0.00	\$0.00	\$0.00	\$514.50

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	10/10/2022 - 11/8/2022 (30) Open Balance	9/10/2022 - 10/9/2022 (60) Open Balance	8/11/2022 - 9/9/2022 (90) Open Balance	BEFORE 8/11/2022 (>90) Open Balance	TOTAL Open Balance
Shafer Contracting	Invoice	11/3/2022	10502	12/3/2022	6	\$0.00	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00
<b>Shelter Dog Inc.</b>						\$0.00	\$0.00	\$0.00	\$0.00	(\$235.00)	(\$235.00)
<b>Sinex, Barry</b>						\$0.00	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Stevens, Mike	Invoice	11/1/2022	10487	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
Sun Country, Inc. dba Sun Country Airlines	Invoice	11/1/2022	10463	12/1/2022	8	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Sundquist, Margie	Invoice	11/1/2022	10462	12/1/2022	8	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Sydow Dan	Invoice	11/1/2022	10479	12/1/2022	8	\$0.00	\$264.64	\$0.00	\$0.00	\$0.00	\$264.64
Teitelbaum, Mike	Invoice	11/1/2022	10461	12/1/2022	8	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
<b>The Landline Company</b>						\$0.00	\$3,550.14	\$4,998.14	\$0.00	\$0.00	\$8,548.28
Transportation Security Administration	Invoice	10/17/2022	10427	11/16/2022	23	\$0.00	\$8,057.00	\$0.00	\$0.00	\$0.00	\$8,057.00
Ulland Brothers	Invoice	11/3/2022	10503	12/3/2022	6	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
unifi	Invoice	11/3/2022	10504	12/3/2022	6	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00
<b>United Parcel Service</b>						\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$130.00
Wicklein, John	Invoice	10/11/2022	10392	11/10/2022	29	\$0.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00
Williams, Ron	Invoice	11/1/2022	10488	12/1/2022	8	\$0.00	\$197.56	\$0.00	\$0.00	\$0.00	\$197.56
<b>Total</b>						<b>\$0.00</b>	<b>\$171,876.72</b>	<b>\$265,825.06</b>	<b>\$25,992.16</b>	<b>\$14,012.55</b>	<b>\$477,706.49</b>





# Airline Monthly Activity Report for DLH

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# Airline Monthly Activity Report for DLH

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