



DULUTH AIRPORT AUTHORITY

NOTICE OF THE DULUTH AIRPORT AUTHORITY JANUARY BOARD MEETING PURSUANT TO MINN. STAT. § 13D.02

NOTICE IS HEREBY GIVEN Duluth Airport Authority will hold its *regular* meeting on Tuesday, January 17th, at 8:00 a.m. in the Amatuzio Conference Room, Third Floor, in the Duluth International Airport Terminal Building, 4701 Grinden Drive, Duluth, MN 55811

In accordance with the requirements of Minn. Stat. Section 13D.02, Board Member Jeff Anderson will appear remotely via interactive technology from the following public location: 202 7th St W in St. Paul.

Members of the public may monitor the meeting by clicking below to access the meeting by Microsoft Teams: "Microsoft Teams Meeting" (information below).

DAA January Board Meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 239 185 077 47

Passcode: Smrvdg

[Download Teams](#) | [Join on the web](#)

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 or to Duluth Airport Authority, 4701 Grinden Drive, Duluth, MN 55811.



DULUTH AIRPORT AUTHORITY

DULUTH AIRPORT AUTHORITY MEETING AGENDA JANUARY 17TH, 2023

AMATUZIO CONFERENCE ROOM
DULUTH INTERNATIONAL AIRPORT

In accordance with the requirements of Minn. Stat. Section 13D.02, Board Member Jeff Anderson will appear remotely via interactive technology from the following public location: 202 7th St W in St. Paul.

I. *EXECUTIVE DIRECTORS REVIEW

Information Letter to DAA Directors.

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

A. Approval of December 20th, 2022 Meeting Minutes.

III. *DAA CASH DISBURSEMENTS

A. Operating Cash Disbursement Sheets #40 and #41 of 2022; Operating ACH Payment Registers #40 and #41 of 2022; Construction Fund Disbursement Sheet #13 of 2022.

IV. *CORRESPONDENCE

- A. E-Mail from Monaco Air Foundation with Summary of December 2022 Activities; December 31, 2022
- B. Link for Metropolitan Airports Commission (MAC) Minutes --
<https://metroairports.org/archived-commission-meetings>
- C. Resolution of Appointment of Commissioner Harala to the Duluth International Airport Joint Zoning Board
- D. News Article: December 22, 2022 Airport Travel During the Holidays
- E. News Article: January 9, 2023 Duluth Airport turns to City Council for project funding support
- F. News Article: December 20, 2022 Duluth International prepares for bitter cold weather ahead of holidays

V. OPPORTUNITY FOR PERSONS TO BE HEARD

VI. OLD BUSINESS

None



VII. NEW BUSINESS

- A. Resolution to Approve Incentive Award Payments of \$400 Each, for Outstanding Performance Per DAA Operating Policy #5 to the Following Employees: Mr. Ryan Welch, Mr. John Graves, Mr. Ken Timm, Mr. Paul Sinnott, Mr. Dan Taylor, Mr. Wade Cossalter, Mr. Matt Johnson, Mr. Roger Engelmeier, Mr. Derek Anderson, Mr. Tristan Durfee, Mr. Justin Tibodeau, Mr. Nathan Evans, Mr. John Orrey, and Mr. Mike Felleron.
- B. Resolution to Approve the Second Amendment to Operatory Agreement and Office Space Lease Agreement by and Between Duluth Airport Authority and Lake Superior Helicopters.
- C. *November 2022 Financial Reports
- D. *January 2022 Accounts Receivable
- E. *December 2022 Airline Statistics, Landline 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: January 17, 2023
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
- Ground shuttle feasibility study

OPERATIONS/CONSTRUCTION/PLANNING

- Planning
- Construction
 - 5 – Year Engineering and Planning Request for Qualification Solicitation
- Operations and Maintenance
 - Parking Technology Installation Update
- Sky Harbor

BUSINESS/PROPERTY DEVELOPMENT

- Ranch Hangar Construction Update
- Hangar 104 Rehabilitation Project Update
- Landrum and Brown Contract Update

FINANCIAL UPDATE

- COVID Relief Update – Draw on remaining ARPA Funds
- Purchase Policy #18 Update

MARKETING/COMMUNICATIONS

- Duluth and St Louis County Days Booth
- St. Luke's Club DLH Contract
- Amsoil Sponsorship Contract

LEGISLATIVE UPDATE

- Summary of meetings with Legislature bonding request
- Air Traffic Control Tower Legislative Funding Request



DULUTH AIRPORT AUTHORITY

PRESENTATIONS/TOURS/TRAVEL RECAP

- NSR

OTHER

- NSR

Submitted by,

Tom Werner, C.M.
Executive Director

MINUTES OF THE MEETING

DATE: Dec 20th, 2022

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

DIRECTORS PRESENT: Kim Maki
Michael Henderson
Dan Markham
Elissa Hansen
Jeff Anderson
Kevin O'Brien

OTHERS PRESENT: Tom Werner, Executive Director
Mark Papko, Director of Operations
Natalie Baker, Director of Communications and Marketing
Steve Hanke, Assistant City Attorney
Jana Kayser, Director of Business Development
Joelle Bodin, Director of Finance
Amanda McDonald, DAA
Krista Busse, DAA
Matt Snell, Public Safety Manager
Eric Monson, Lake Superior Helicopter
Kaci Nowicki, SEH
Shawn McMahon, SHE

OTHERS PARTICIPATING VIA ELECTRONICS

MEANS:

Don Monaco, Monaco Air
Matthew Stewart, SEH
Kathy Leon, DAA
Ken Timm, Sky Harbor
Mark Schramek, SEH

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

- Mr. Werner introduced Natalie Baker as the new Director of Marketing and Communications.
- Air Service: Mr. Werner presented the air service update noting total November passengers, seats, and advanced bookings. Mr. Werner discussed airline negotiations with pilots in the industry and the advance bookings of Sun Country flights.
- Planning, Operations, and Maintenance:
 - Mr. Papko updated on the substantial snow and thanked his operations department staff for their performance in snow removal.

- Mr. Papko briefed that the AFTIL process is now down to 2 sites for the new tower location.
- Mr. Papko stated that the RFQ for 5-year engineering and planning had been posted. That agreement is likely to be ready for approval in February.
- Mr. Papko briefed the board on the HUB parking systems. There have been delays. Hopeful to go live in January.
- Mr. Papko introduced Matt Snell. Matt gave a description of his position as Public Safety Manager and the duties it entails. Matt gave a presentation, and examples of situations where his expertise is utilized.
- Business/Property Development: Jana reported that Minnesota Power is pressing forward on the plan to build a new service center just North of the MRO building across the airfield. More information to come at the end of January. Jana also discussed the peer-to-peer rental car rental program, Turo, a car sharing/rental program between private parties.
- Financial Update: Ms. Joelle Bodin, Director of Finance, presented the DAA budget to City Council on December 5th. Two points brought up were COVID relief funds, and emissions at the airport. Budget was approved unanimously.
- Marketing/Communications: Natalie Baker stated that marketing has been increased regarding Fort Meyers flights.
- Legislative: Mr. Werner briefed the board with information regarding the Air Traffic Control Tower. A package is being assembled for the State to consider to obtain funding for the demo of three buildings, build of the new tower, and move in.

Pres. Maki thanked everyone for their reviews and entertained a motion to approve the previous meeting minutes. Dir. Markham moved to approve the November 15, 2022, meeting minutes and consent items. Dir. O'Brien seconded. All ayes, motion carried.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Ms.Maki presented the resolution to Approve the DLH and DYT 2023 Capital Improvement Plan. All ayes. Motion carried.

Item B resolution to approve the Hangar 1 seasonal space lease at Sky Harbor Airport and Joss Aviation to seasonally store his aircraft for two years. Dir. O' Brien moved, second by Dir. Henderson. All ayes, motion carried.

Item C Resolution to approve work order K ACC 2022+-02 between the Duluth Airport Authority and Karl Sanderson for the construction management of the Federal Inspection Services facility update. Motion by Dir Henderson, second by Dir. Anderson. All Ayes, motion carried.

Item D resolution to approve Sky Harbor master plan. Kaci Nowicki presented slides regarding the building area and presented a brief overview of the Master Plan and the executive summary. Motion to approve. Director Markham, second by Dir. O'Brien. All ayes, motion carried.

Item E resolution to approve work order 2022-23 between Duluth Airport Authority and Elliott Hendrickson for environmental assessment of the future air traffic control tower. Motion to approve by Dir. Anderson, seconded by Secretary Hansen. Motion passes.

Item F resolution to approve the 2023 to 2025 collective bargaining agreement between the Duluth Airport Authority and the Local 66 AFSCME Council 5. Motion to approve by Dir. O'Brien, seconded by Dir. Anderson. All ayes, motion carried.

Item G resolution to approve the submission of proposed edits to modernize chapter 4 of Duluth City code. Chapter 4 deals with airports. Previous revisions are 1975 or older. Motion to approve. Dir Henderson. Second by Dir. Markham. Motion passes.

Meeting now in closed session to discuss the Executive Directors performance evaluation for 2022.

Regular Meeting Reopened to the Public Pursuant to Minnesota Statutes Chapter 13D. - 10:09AM reopen

Summary of Year 2022 Performance Evaluation of Executive Director.

Resolution Authorizing an Annual Salary Compensation and a One-Time Incentive Payment to Executive Director Thomas J. Werner Pursuant to Employment Contract.

1. Henderson motioned
2. O'Brien 2nd
3. All ayes - motion passes

Resolution to Approve Executive Director's 2023 Work Plan.

1. Anderson motioned
2. Hansen 2nd
3. All ayes - motion passes

1. Obrien adjourned
2. Hanson 2nd
3. Adjourned 10:20AM

Respectfully submitted,

Krista Busse
Executive Assistant

APPROVED: _____

**Duluth Airport Authority
DAA Operating Check Register #40-2022
December 22, 2022**

Document Number From 11645 to 11652

Document Number	Date	Transaction Type	Payee	Amount
11645	12/22/2022	BILLPMT	City Of Duluth Comfort Systems	\$23,452.85
11646	12/22/2022	BILLPMT	ESC Systems	\$294.00
11647	12/22/2022	BILLPMT	Essentia Health	\$1,320.00
11648	12/22/2022	BILLPMT	Johnson Carpet One	\$5,008.00
11649	12/22/2022	BILLPMT	Spectrum Business	\$165.36
11650	12/22/2022	BILLPMT	Taylor, Dan	\$60.00
11651	12/22/2022	BILLPMT	Todd Signs, LLC	\$525.00
11652	12/22/2022	BILLPMT	Twist Inc	\$3,101.66
Total				<u>\$33,926.87</u>



Airport Director



Airport Authority



City Treasury

Operating Check Register #40-2022

Final Audit Report

2022-12-27

Created:	2022-12-27
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2UB9hHH4gu3T2P37avflZxdgOoPvBVHV

"Operating Check Register #40-2022" History



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Duluth Airport Authority
DAA Operating Check Register #41-2022
12/30/32022

Document Number From 11653 to 11660

Document Number	Date	Transaction Type	Payee	Amount
11653	12/28/2022	CHK	Citi Cards	\$8,134.74
11660	12/29/2022	CHK	WF Bus Payment Processing - Tom	\$51.63
11654	12/30/2022	BILLPMT	Dalco	\$103.73
11655	12/30/2022	BILLPMT	Duluth Lawn & Sport	\$1,326.90
11656	12/30/2022	BILLPMT	iFIDS.com Inc.	\$6,408.40
11657	12/30/2022	BILLPMT	NAPA Auto Parts	\$602.79
11658	12/30/2022	BILLPMT	Russell Steel	\$146.44
11659	12/30/2022	BILLPMT	Taylor, Dan	\$202.45
Total				<u>\$16,977.08</u>


Airport Director

Kimberly J. Maki
Airport Authority


City Treasury

Signature: 

Email: makik@stlouiscountymn.gov

Operating Check Register #41-2022

Final Audit Report

2022-12-29

Created:	2022-12-29
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJ5UX67WKeNh2I9uMmdMkvWpFeJXesVcw

"Operating Check Register #41-2022" History



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Duluth Airport Authority
DAA Operating ACH Payment Register #40-2022
December 21, 2022

Confirmation #3540174

Document Number	Date	Transaction Type	Payee	Amount
00000055/1	12/21/2022	BILLPMT	Bodin, Joelle	\$60.00
00000055/10	12/21/2022	BILLPMT	Menards - Hermantown	\$179.53
00000055/11	12/21/2022	BILLPMT	Menards - Hermantown	\$88.96
00000055/12	12/21/2022	BILLPMT	Menards - Hermantown	\$59.94
00000055/13	12/21/2022	BILLPMT	Menards - Hermantown	\$30.27
00000055/14	12/21/2022	BILLPMT	Menards - Hermantown	\$6.96
00000055/15	12/21/2022	BILLPMT	Menards - Hermantown	\$23.48
00000055/16	12/21/2022	BILLPMT	Metro Sales, Inc.	\$304.39
00000055/17	12/21/2022	BILLPMT	Papko, Mark	\$60.00
00000055/18	12/21/2022	BILLPMT	Shel/Don Group Inc.	\$50.15
00000055/19	12/21/2022	BILLPMT	Sinnott, Paul	\$60.00
00000055/2	12/21/2022	BILLPMT	Century Link	\$72.00
00000055/20	12/21/2022	BILLPMT	Snell, Matthew J	\$60.00
00000055/21	12/21/2022	BILLPMT	Timm, Kenneth	\$60.00
00000055/22	12/21/2022	BILLPMT	Twin Ports Paper Supply, Inc	\$657.27
00000055/23	12/21/2022	BILLPMT	Welch, Ryan	\$60.00
00000055/24	12/21/2022	BILLPMT	Werner, Thomas	\$60.00
00000055/3	12/21/2022	BILLPMT	Century Link	\$72.00
00000055/4	12/21/2022	BILLPMT	Graves, John	\$60.00
00000055/5	12/21/2022	BILLPMT	Innovational Water Solutions, Inc.	\$370.45
00000055/6	12/21/2022	BILLPMT	Johnson Matt	\$250.00
00000055/7	12/21/2022	BILLPMT	Kayser, Jana	\$60.00
00000055/8	12/21/2022	BILLPMT	Leon, Kathy	\$60.00
00000055/9	12/21/2022	BILLPMT	Menards - Hermantown	\$54.59
Total				\$2,819.99



Airport Director

Kimberly Maki



City Treasury

Signature: 

Email: makik@stlouiscountymn.gov

Operating ACH Payment Register #40-2022

Final Audit Report

2022-12-21

Created:	2022-12-21
By:	Kathy Leon (kleon@duluthairport.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAh_MMo58pSyAvCjo8dN5SzilbINqJtKsh

"Operating ACH Payment Register #40-2022" History



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2022-12-21 - 3:06:00 PM GMT



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**Duluth Airport Authority
DAA Operating ACH Payment Register #41-2022
December 30, 2022**

Confirmation #3630218

Document Number	Date	Transaction Type	Payee	Amount
00000056/1	12/30/2022	BILLPMT	Inter City Oil (ICO)	\$29,409.80
00000056/2	12/30/2022	BILLPMT	Menards - Hermantown	\$29.70
00000056/3	12/30/2022	BILLPMT	Menards - Hermantown	\$69.18
00000056/4	12/30/2022	BILLPMT	Menards - Hermantown	\$81.10
00000056/5	12/30/2022	BILLPMT	Menards - Hermantown	\$213.66
00000056/6	12/30/2022	BILLPMT	Northern States Supply, Inc.	\$34.98
00000056/7	12/30/2022	BILLPMT	Northern States Supply, Inc.	\$92.71
00000056/8	12/30/2022	BILLPMT	Terminal Supply Co.	\$255.75
00000056/9	12/30/2022	BILLPMT	Ziegler, Inc.	\$1,341.06
Total				<u>\$31,527.94</u>



Airport Director

Kimberly J. Maki

Airport Authority



City Treasury

Signature: 

Email: makik@stlouiscountymn.gov

Operating ACH Payment Register #41-2022

Final Audit Report

2022-12-29

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By:	Kathy Leon (kleon@duluthairport.com)
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Agreement completed.

2022-12-29 - 7:11:45 PM GMT



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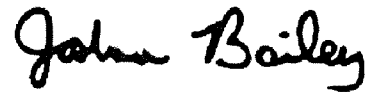
**Duluth Airport Authority
DAA Construction Check Register #13-2022
December 29, 2022**

Document Number From 11661 To 11666

Document #	Date	Transaction Type	Payee	Amount
11661	12/29/2022	BILLPMT	1 Forum Communications Company	\$294.61
11662	12/29/2022	BILLPMT	1 MediaUSA Adverising Inc	\$2,230.00
11663	12/29/2022	BILLPMT	1 Northland Constructors of Duluth, LLC	\$143,381.00
11664	12/29/2022	BILLPMT	1 Shafer Contracting Co., Inc.	\$389,145.69
11665	12/29/2022	BILLPMT	1 Short Elliott Hendrickson	\$1,094.40
11666	12/29/2022	BILLPMT	1 Star Publishing of Hermantown, LLC	\$173.25
Total				<u>\$536,318.95</u>



Airport Director



City Treasury

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

Summary of December, 2022 Activities

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

Other Initiatives: The Foundation welcomes 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.

Happy New Year!

Respectfully submitted,

Don Monaco

President

Monaco Air Foundation, Inc.

[4535 Airport Approach Road](#)

[Duluth, MN 55811](#)

Phone: 218-727-2911

Mobile: 630-728-5571

Fax: 218-336-0001

donm@monacoairduluth.com

www.monacoairduluth.com



*Resolution
of the
Board of County Commissioners*

St. Louis County, Minnesota

Adopted on: January 3, 2023 Resolution No. 23-28

Offered by Commissioner: Boyle

Appointment to the Duluth International Airport Joint Zoning Board

RESOLVED, That the St. Louis County Board hereby appoints the following as their representative to the **Duluth International Airport Joint Zoning Board** for the remainder of a two-year term expiring December 31, 2023:

Commissioner Harala, Representative

Commissioner Boyle moved the adoption of the Resolution and it was declared adopted upon the following vote:

Yeas – Commissioners Harala, Grimm, McDonald, Musolf, Nelson, Jugovich and Chair Boyle – 7

Nays – None

STATE OF MINNESOTA
Office of County Auditor, ss.
County of St. Louis

I, **NANCY NILSEN**, Auditor of the County of St. Louis, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 3rd day of January, A.D. 2023, and that this is a true and correct copy.

WITNESS MY HAND AND SEAL OF OFFICE at Duluth, Minnesota, this 3rd day of January, A.D., 2023.

NANCY NILSEN, COUNTY AUDITOR

By:

Phil Elgin

Clerk of the County Board/Deputy Auditor

Airport Travel During the Holidays

December 22, 2022

[Mason Kroll](#)

DULUTH, Minn. – The arctic blast is disrupting air travel all across the U.S. More than 2,000 U.S. flights were canceled by mid-afternoon Thursday and 5,300 delayed flights.

At the Duluth International Airport there has been only one cancellation Thursday, which is a flight from Chicago. Airport officials tell us the snow team has been busy cleaning the runways.

As for air traffic, Duluth has seen a 14 percent increase this holiday season compared to last year.

“Our snow crew, they have been fantastic. They’ve been working countless hours making sure that everything is safe here and we’re able to stay open. As a regional airport we need those planes to be able to land so we can load up our passengers and get them on their way,” Duluth Airport Authority Director of Communications and Marketing, Natalie Baker says.

For those who are traveling to or from DLH within the next couple of days, the Duluth Airport Authority recommends checking in with airlines for the most up to date information. And, the TSA says get to the airport early and be ready for last-minute changes.

Duluth airport turns to city council for project funding support



DIA awaits funding for new control tower project(northern news now)

By [Cara Kopp](#)

Published: Jan. 9, 2023 at 9:33 PM CST

DULUTH, MN. -- The Duluth City Council hit the ground running for 2023 with its first meeting of the New Year Monday night.

“There will be a lot of projects coming forward this year that the council will weigh in on that folks will want to pay attention to,” said former City Council President, Arik Forsman.

Right away, the council appointed a new president.

Councilor Janet Kennedy will lead the group this year, while Councilor Roz Randorf will serve as Vice President.

“Janet Kennedy will become our first woman of African heritage to become the City Council President in Duluth so that’s pretty exciting,” said Forsman.

The council then voted on a variety of projects to pursue in the new year.

This includes the redesign and relocation of the 70-year-old Duluth air traffic control tower at Duluth International Airport.

“We didn’t know about it when we first voted on a legislative priority list at the end of December, but we had to make sure we put this one in the mix,” Forsman said.

The council voted unanimously to add the \$40 million air traffic controller project to the legislative priority list for 2023.

They’ll now ask leaders in St. Paul for \$14 million of that.

“That package would pay for final design, and the environmental assessment, the FAA is commissioning a process as well as demolition of three buildings,” said Tom Werner, the Executive Director of Duluth Airport Authority.

Duluth International Airport is looking to meet specific FAA criteria that have not been met in past years.

“The Investment and Infrastructure Jobs Act passed by congress a couple of Christmas’s ago provides for a funding mechanism for locally owned air traffic control towers, which is what we have here,” said Werner. “It’s one of 26 air traffic control facilities in the country that are locally owned.”

This move from the council will leverage \$38 million in federal funding that wouldn’t otherwise come to DLH.

“It’s a \$760 million economic impact every year and an important part of the airport to have a working, functional traffic control tower,” said Forsman. “We want to make sure we have got that long in the future.”

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Duluth International prepares for bitter cold weather ahead of holidays



Deplaning during the winter(Northern News Now)

By [Quinn Gorham](#)

Published: Dec. 20, 2022 at 5:06 PM CST

DULUTH, MN -- As Duluth prepares for sub-zero temperatures later this week, Duluth International Airport is doing its best to keep things running smoothly ahead of the holidays.

“[Our grounds crew] has dealt with large storms over the years, and they’ll manage this in stride as well,” said Natalie Baker with the Duluth Airport Authority.

Baker said crews will be out tending the runways and de-icing planes before every departure.

“We have a fantastic snow team who prep the equipment and staff to make sure that they’re ready,” she said.

Early morning flights have the heat on overnight to prevent having to thaw in the morning then de-ice thoroughly to ensure a comfortable experience.

The big storm also comes during the busiest travel week of the year by both plane and automobile.

“Holiday season is considered from December 23 through January 2,” said Baker. “AAA travel is predicting a 14% increase in air travel this year. So it will be a bit busier than last year at least.”

Baker said the airport is used to dealing with big crowds.

“It’s pretty business as usual. It’s not really going to change anything,” she said.

If the cold weather does become a concern, she said it is up to the airlines themselves whether to cancel or delay flights.

“It’s not necessarily under the airport authority’s purview to be canceling the flight it all comes from the carriers like Delta or United,” she said.

For the latest storm coverage, stay tuned on NorthernNewsNow.com and the First Alert Weather App.

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DULUTH AIRPORT AUTHORITY

December 16, 2022

MEMORANDUM FOR RECORD

RE: Employee Incentive Recommendation

In accordance with Duluth Airport Authority's (DAA) Operating Policy 5 (OP 5), I recommend each of the employees listed below for a \$400 incentive award.

-Ryan Welch	-Tristan Durfee
-Paul Sinnott	-Justin Tibodeau
-Dan Taylor	-Nathan Evans
-Matt Johnson	-John Graves
-Roger Engelmeier	-John Orrey
-Wade Cossalter	-Mike Fellersen
-Derek Anderson	-Ken Timm

I have investigated the circumstances resulting in the recommendation and support its submission to the DAA Board of Directors for consideration under OP 5. The following summary is submitted to support the recommended award:

Beginning on December 12th, 2022, Duluth and the surrounding areas saw a significant early winter blizzard take hold of the region. While it's not uncommon for Duluth to see significant snowfalls in a winter season this specific storm had three unique components all combined that increased its difficulty. First, the amount of snowfall that the region saw was nearly 24". Second, the type of snow that fell was extremely saturated, wet, and heavy, causing difficulties for our equipment to handle. Lastly, the duration of the storm saw snow falling on and off for nearly 5 days. In order to return to normal winter operating status, the cleanup of the airport will likely take weeks. Each and every one of the employees listed above, worked countless hours in order to make this airport safe and operational.

All the personnel listed above are dedicated to the mission and readily shift their work schedules and personal lives to meet the needs of the Airport. It is without question that the operations and maintenance team warrants recognition for their extraordinary efforts this winter.

Please refer questions regarding this recommendation to the undersigned.

Sincerely,

Tom Werner, C.M.
Executive Director

Duluth International Airport
Sky Harbor Airport

4701 Grinden Drive
Duluth, Minnesota
55811

phone: (218)-727-2968
fax: (218) 727-2960

DAA@duluthairport.com
duluthairport.com

VII. B

Duluth Airport Authority
Lake Superior Helicopters, LLC
Amendment #2 – Operator Agreement and Office Space Lease

Terms:

- Remains unchanged

Background:

- Lake Superior Helicopters (LSH) operates a helicopter instruction, tour and maintenance operation at DLH.
- LSH expanded their lease footprint in June 2022 and would like to further expand to another vacant office in the Tower.

Amendment Overview:

- This Amendment is to change the leased premises, monthly utility charge and exhibit.
- Rate remains consistent with previously leased space and is increased annually by CPI.
- All other items remain unchanged.

Why were the changes in key terms needed/wanted?

- LSH needed more office space than their current agreement included.

**SECOND AMENDMENT TO OPERATOR AGREEMENT AND OFFICE SPACE LEASE
AGREEMENT BY AND BETWEEN
DULUTH AIRPORT AUTHORITY AND LAKE SUPERIOR HELICOPTERS**

THIS AMENDMENT is entered into by and between the DULUTH AIRPORT AUTHORITY hereinafter called "Authority," and Lake Superior Helicopters, LLC, (a Minnesota limited liability company) hereinafter referred to as "Operator".

WHEREAS, on November 20, 2018 Lake Superior Helicopters, LLC and the Authority entered into an Operator Agreement and Office Space Lease pursuant to which Operator is authorized to conduct business in the State of Minnesota and operates as a Specialized Aviation Service Operator (SASO) and leases space on the first floor of the Tower Building.

WHEREAS, on June 23, 2022 the parties entered into a first amendment to adjust the leased premises to 2,163 total square feet. The rental rate per square foot remained unchanged. Exhibit A-2 was updated to reflect the change in the leased premises.

WHEREAS, both parties desire to further amend the LEASE in order to expand the Leased Premises as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree for themselves and their successors and assigns as follows:

Definitions. Each of the terms defined in the Agreement, unless otherwise defined in this First Amendment, shall have the same meaning when used herein.

1. The first paragraph of SECTION 2, Leased Premises, is hereby replaced as follows:
 - a. DLH: Operator is hereby granted use of two thousand six hundred and twenty-three (2,623) square feet, more or less, of space on the first floor of the Tower Building at 4525 Airport Approach Road, Duluth MN, 55811 at DLH. The Leased Premises to be occupied by Operator are shown on Attachment A-3, such space to be used for an office in support of its helicopter flight training program. The Leased Premises are leased as is, with no warranty of fitness.
2. The first paragraph of SECTION 4, Office Rental, is hereby replaced as follows:
 - a. Office Rental: For the rent of the Leased Premises in the Tower Building, a rental fee shall be paid to the Authority in the sum of Eighteen and 50/100ths Dollars (\$18.50) per square foot per year for a monthly total of four thousand forty-three and 79/100th Dollars (\$4,043.79) per month. The first payment of rent in the amount of \$4,043.79 shall be due and payable January 31, 2023. Subsequent monthly payments shall be due and payable beginning on February 28, 2023, and monthly thereafter during the term of this Agreement and any extensions thereof.
3. Beginning on January 1, 2023, all references to Exhibit A are hereby replaced with Exhibit A-3 attached hereto and incorporated herein.
4. Beginning on January 1, 2023, Section 4, Subsection D, Item 3 is hereby increased to \$205.00 per month due on January 31, 2023, and monthly thereafter during the term of this Agreement and any extensions thereof.
5. Except as provided for in this Second Amendment, the terms and conditions of the Agreement shall remain in force and effect.
6. This Second Amendment may be executed in two or more counterparts, each of which

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

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date shown below.

DATED: _____

DULUTH AIRPORT AUTHORITY

LAKE SUPERIOR HELICOPTERS, LLC

By: _____
President

By: _____

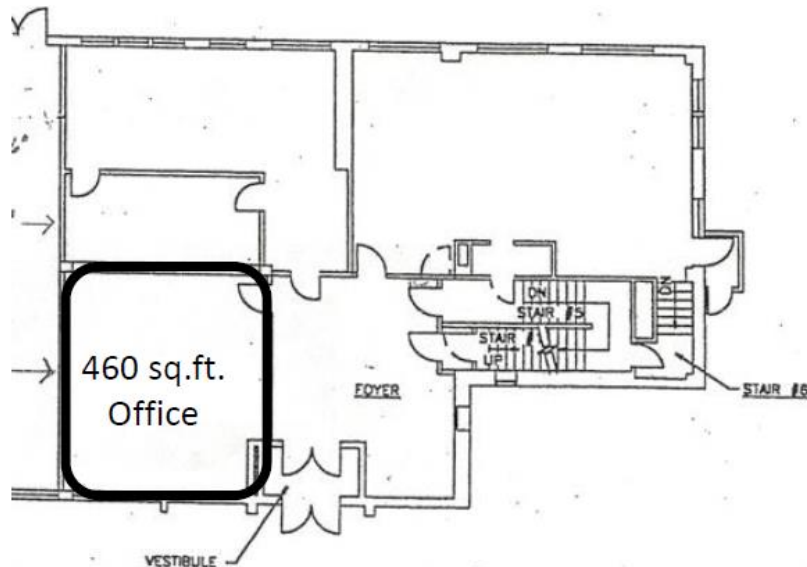
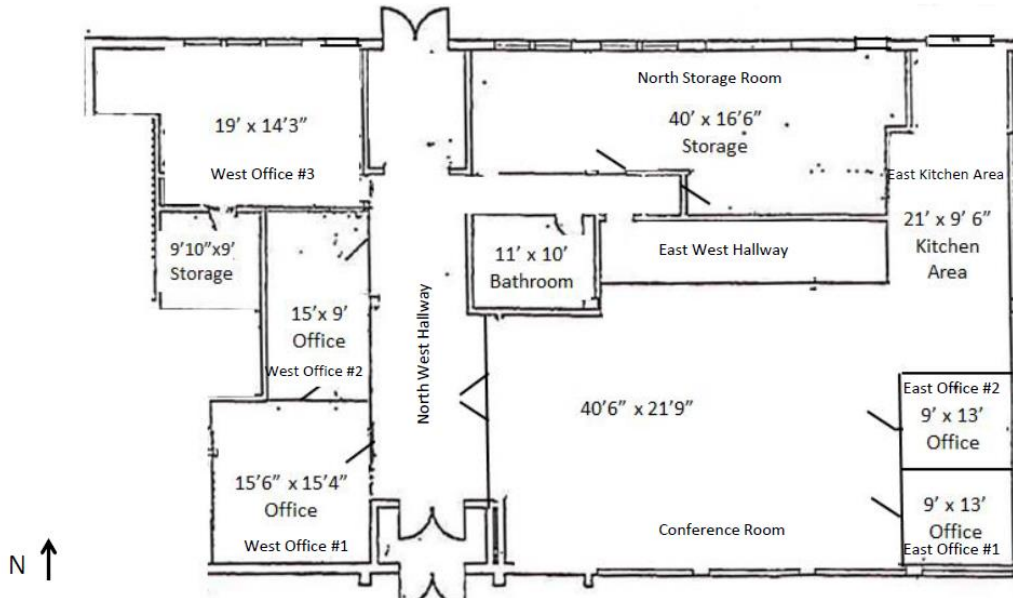
By: _____
Secretary

Printed Name: _____

Title: _____

Exhibit A-3 1-2023
Tower First Floor Space

<u>Room Name</u>	<u>Amendment Option 4</u>
West Office 1	240
West Office 2	135
West Office 3	271
West Storage	82
East Conference Room	889
East Office 1	117
East Office 2	117
East Kitchen Area	202
Bathroom	110
Old Office	460
Total Square Feet	2623
Rent Per Sq. Ft.	\$18.50
Rent Per Month	\$ 4,043.79
Utility Charge	\$ 205.00
Total Square Feet	\$ 4,248.79



VII. C

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

UNAUDITED								
Financial Row	Prior Year Actual (Jan 2021 - Nov 2021)	Current Year Actual (Jan 2022 - Nov 2022)	Budget Amount (Jan 2022 - Nov 2022)	% of Budget	Variance from Prior Year	Variance From Budget	Total Budget (Jan 2022 - Adjust 2022)	
Ordinary Income/Expense								
Income								
Non-Aeronautical Revenue	2,341,365	2,653,031	2,682,509	98.90%	311,665	(29,478)	2,907,180	
Non-Passenger Aeronautical Revenue	1,387,818	1,457,172	1,373,423	106.10%	69,354	83,750	1,485,468	
Passenger Airline Aeronautical Revenue	1,262,601	1,235,493	1,136,291	108.73%	(27,108)	99,201	1,236,318	
Total - Income	4,991,784	5,345,696	5,192,223	102.96%	353,912	153,473	5,628,966	
Gross Profit	4,991,784	5,345,696	5,192,223	102.96%	353,912	153,473	5,628,966	
Expense								
Miscellaneous Expenses	93,377	38,603	33,154	116.44%	(54,773)	5,450	36,670	
Personnel Compensation & Benefits	2,044,964	2,207,284	2,322,013	95.06%	162,321	(114,729)	2,639,812	
Services and Charges	1,719,222	1,995,741	1,952,650	102.21%	276,519	43,091	2,127,207	
Supplies	556,699	668,220	632,471	105.65%	111,522	35,749	674,195	
Total - Expense	4,414,261	4,909,849	4,940,288	99.38%	495,588	(30,439)	5,477,884	
Net Ordinary Income	577,523	435,847	251,935	173.00%	(141,676)	183,912	151,083	
Other Income and Expenses								
Other Income	482,968	2,265,291	1,540,971	147.00%	1,782,323	724,320	1,675,674	
Other Expense	227,924	147,064	261,720	56.19%	(80,859)	(114,656)	285,512	
Net Other Income	255,045	2,118,227	1,279,251	165.58%	1,863,182	838,976	1,390,162	
Net Income Exclusive of Project Expenses, Depreciation & Amortization	832,568	2,554,074	1,531,186	166.80%	1,721,506	1,022,888	1,541,244	
Projects/Grants	289,665	7,634,123	10,792,572	70.73%	7,344,457	(3,158,450)	11,773,715	
Depreciation & Amortization	(10,260,421)	0	(10,177,569)	0.00%	10,260,421	10,177,569	(11,102,803)	
Net Income	(9,138,188)	10,188,197	2,146,190	474.71%	19,326,385	8,042,007	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 \$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 115k under budget due to the credits. Non-Aeronautical Revenue is \$29k under budget overall, Non-passenger aeronautical revenue is about 83k over budget and Passenger Airline Aeronautical revenue 99k over budget.
- The largest variance from budget in expenses comes from personnel compensation and benefits which is 114k under budget. Supplies are 35k over budget, while services and charges are 43k over budget. Operating expenses overall are \$30k under budget.
- Non-operating income is substantially over budget because we had requested 100% of our CRRSA 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 \$106k, while expenses are down over \$114k because we have not utilized the line of credit as well as the reduced interest due to the refinance last Fall for a total favorable variance vs budget of 838k.
- If we were to exclude all concessionaire relief credits and reimbursements we would be at an overall favorable variance of \$1.1M. This is largely due to the fact that we submitted for reimbursement of the full DLH CRRSA Covid Relief grant which is responsible for 649k of the favorable variance.
- OPERATING POLICY #28 MINIMUM CASH BALANCE REPORTING AS OF 1/10/23:**
 - Minimum Cash Balance Goal: \$2,437,853
 - Current Balance: \$6,182,904 (does not include grants receivable)
 - Days Cash on Hand: 457 days currently vs 180 day benchmark (277 days over goal)

Duluth Airport Authority
Balance Sheet
End of Nov 2022

Financial Row	Amount
ASSETS	
Current Assets	
Bank	\$6,864,882.58
Accounts Receivable	
Accounts Receivable - Restricted PFC	\$45,520.73
Accounts Receivable Billed	\$534,093.92
Total Accounts Receivable	\$579,614.65
Other Current Asset	\$82,411.17
Total Current Assets	\$7,526,908.40
Fixed Assets	
Accumulated Depreciation	(\$141,997,959.58)
Capital Assets	\$255,136,557.82
Work in Progress	\$12,098,256.74
Total Fixed Assets	\$125,236,854.98
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	\$136,356,401.68
Liabilities & Equity	
Current Liabilities	
Accounts Payable	
Accounts Payable	\$292,383.27
Contracts Payable	\$2,677.25
Credit Cards Payable	\$9.22
Lottery Payable	\$4,190.05
Total Accounts Payable	\$299,259.79
Credit Card	\$9,388.37
Other Current Liability	\$2,391,769.60
Total Current Liabilities	\$2,700,417.76
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	\$10,188,196.94
Total Equity	\$124,298,092.67
Total Liabilities & Equity	\$136,356,401.68

Duluth Airport Authority
Income Statement
From Jan 2022 to Nov 2022

Financial Row	Amount
Ordinary Income/Expense	
Income	
Non-Aeronautical Revenue	
Advertising Income	\$20,275.00
Concession Revenue	
ATM	(\$52.50)
Car Rental Concession	\$411,574.81
Food & Beverage Concession	(\$113.37)
Lottery Concessions	\$1,242.25
Parking	\$1,072,917.78
Per Passenger Fee	\$21,066.00
Services/Other	\$550.00
TNC Per Trip Fee	\$9,607.50
Vending	(\$56.53)
Total - Concession Revenue	\$1,516,735.94
Customer Facility Charges	\$210,224.00
Miscellaneous Revenues	\$129,918.06
Parking	\$117,451.66
Permits	\$11,044.77
Plowing Services	\$11,712.50
Reimbursed Expenses	\$66,431.32
Rent	\$227,605.38
Sponsorship Income	\$74,000.00
State Aid	\$267,632.01
Total - Non-Aeronautical Revenue	\$2,653,030.64
Non-Passenger Aeronautical Revenue	
Aviation Gas	\$63,583.61
Concession Revenue	\$138,505.61
Event Income	\$35,720.00
Landing Fees	\$32,493.53
Ramp Fees	\$18,596.16
Rent	\$1,072,088.88
Security Reimbursement	\$90,509.67
Tie Downs	\$5,675.00
Total - Non-Passenger Aeronautical Revenue	\$1,457,172.46
Passenger Airline Aeronautical Revenue	
Landing Fees	\$248,807.62
Terminal Office/Space Rental	\$986,685.28
Total - Passenger Airline Aeronautical Revenue	\$1,235,492.90
Total - Income	\$5,345,696.00
Gross Profit	\$5,345,696.00
Expense	
Miscellaneous Expenses	\$38,603.44
Personnel Compensation & Benefits	
Benefit Administration Fees	\$549.30
Employer Contributions for Retirement	\$201,719.08
Employer Paid Insurance	\$346,160.81
Retiree Benefits	\$95,212.55
Wages & Salaries	\$1,529,628.60
Worker's Compensation	\$34,013.88
Total - Personnel Compensation & Benefits	\$2,207,284.22
Services and Charges	
Advertising	\$2,184.00
Badging	\$9,000.00
Central Services Fee	\$41,433.26
Communications & Technology	\$186,146.36

Financial Row	Amount
Employee Development Services	\$48,136.53
Employee Physicals	\$3,246.00
Insurance	\$93,337.95
Marketing	\$165,498.42
Professional Services	\$348,752.09
Rentals	\$12,465.59
Repairs and Maintenance - Contractual/Services	\$465,073.29
Sponsorship Expenses	\$6,982.00
Transportation	\$550.60
Utility Services	\$612,934.83
Total - Services and Charges	\$1,995,740.92
Supplies	
Merchandise for Resale	\$60,232.74
Office Supplies	\$38,849.73
Operating Supplies	
Cleaning & Janitorial	\$17,637.55
Customer Service	\$2,261.05
Lubricants & Additives	\$8,997.23
Meeting Supplies	\$7,564.39
Motor Fuels	\$163,704.60
PPE Reimbursement	\$2,086.88
Safety & Environmental	\$5,137.17
Signs	\$11,849.81
Wildlife Control	\$1,640.00
Total - Operating Supplies	\$220,878.68
Repairs & Maintenance Supplies	
Airfield	\$73,694.66
Building	\$49,268.00
Fencing & Gates	\$9,111.13
Fuel System	\$10,453.54
Grounds & Landscaping	\$7,294.23
Heavy Equipment	\$57,039.54
Heavy Equipment Accessories	\$20,776.69
Jet Bridge	\$5,286.63
Large Tools	\$5,649.52
Light Equipment	\$74,010.90
Parking Lot & Roadway	\$19,542.90
Sand/Deicer	\$7,348.50
Shop Supplies	\$6,120.63
Small Tools	\$2,662.26
Total - Repairs & Maintenance Supplies	\$348,259.13
Total - Supplies	\$668,220.28
Total - Expense	\$4,909,848.86
Net Ordinary Income	\$435,847.14
Other Income and Expenses	
Other Income	
Capital Contributions	
Contributed Capital	\$1,067,962.72
Grants	\$8,341,225.00
Total - Capital Contributions	\$9,409,187.72
Non-Operating Revenue	
Gain/Loss on Asset Disposal	(\$690.00)
Interest Income	\$83,979.23
Passenger Facility Charges	\$406,937.13
Total - Non-Operating Revenue	\$490,226.36
Total - Other Income	\$9,899,414.08
Other Expense	
Non-Operating Expense	
Interest Expense	\$147,064.28
Total - Non-Operating Expense	\$147,064.28
Total - Other Expense	\$147,064.28
Net Other Income	\$9,752,349.80
Net Income	\$10,188,196.94

Duluth Airport Authority
Duluth A/R Aging Report
As of January 10, 2023

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

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	12/11/2022 - 1/9/2023 (30) Open Balance	11/11/2022 - 12/10/2022 (60) Open Balance	10/12/2022 - 11/10/2022 (90) Open Balance	BEFORE 10/12/2022 (>90) Open Balance	TOTAL Open Balance
Aeronautical Radio, Inc.	Invoice	1/3/2023	10748	2/2/2023	7	\$0.00	\$11.09	\$0.00	\$0.00	\$0.00	\$11.09
Avis Rent A Car	Invoice	1/3/2023	10721	2/2/2023	7	\$0.00	\$2,575.59	\$0.00	\$0.00	\$0.00	\$2,575.59
Azbell, Austin	Invoice	10/11/2022	10386	11/10/2022	91	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
Bellamy Bill	Invoice	9/13/2022	10268	10/13/2022	119	\$0.00	\$0.00	\$0.00	\$0.00	\$287.07	\$287.07
Bemidji Aviation	Invoice	12/31/2022	10786	1/30/2023	10	\$0.00	\$1,059.76	\$0.00	\$0.00	\$0.00	\$1,059.76
BKR Investments DBA Duluth Pack	Invoice	1/3/2023	10726	2/2/2023	7	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Case, Ronald Jr.	Payment	12/29/2022	9425	12/29/2022	12	\$0.00	(\$51.00)	\$0.00	\$0.00	\$0.00	(\$51.00)
Chandler, Eric	Payment	12/11/2022	9360	12/11/2022	30	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Churchill, Sean						\$0.00	\$206.56	\$9.00	\$0.00	(\$10.74)	\$204.82
Cirrus Design Corporation						\$0.00	\$87,459.83	\$1,985.00	(\$94.45)	\$1,444.38	\$90,794.76
City of Duluth						\$0.00	\$1,718.78	\$1,718.78	\$0.00	\$0.00	\$3,437.56
Cloose Brian	Invoice	1/5/2023	10804	2/4/2023	5	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Compudyne, LLC dba Integris	Invoice	1/3/2023	10752	2/2/2023	7	\$0.00	\$32.44	\$0.00	\$0.00	\$0.00	\$32.44
Costello, Michael F	Payment	12/19/2022	9398	12/19/2022	22	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Dal Santo, Frances						\$0.00	\$206.56	\$206.56	\$0.00	\$0.00	\$413.12
M											
Delta Airlines						\$0.00	\$46,089.01	\$0.00	\$0.00	\$0.00	\$46,089.01
Dudley Bruce						\$0.00	\$90.00	\$90.00	\$90.00	\$90.00	\$360.00
Duluth Flying Club	Credit Memo	1/9/2023	313	1/9/2023	1	\$0.00	(\$345.27)	\$0.00	\$0.00	\$0.00	(\$345.27)
Duluth Hangar, LLC	Invoice	1/3/2023	10754	2/2/2023	7	\$0.00	\$828.87	\$0.00	\$0.00	\$0.00	\$828.87
Dunker, Christopher L	Invoice	3/17/2022	9478	4/16/2022	299	\$0.00	\$0.00	\$0.00	\$0.00	\$9,528.20	\$9,528.20
Ellefson, Nicholas						\$0.00	\$206.56	\$9.00	\$0.00	\$0.00	\$215.56
Enterprise Leasing Company						\$0.00	\$30,988.34	\$0.00	\$0.00	\$0.00	\$30,988.34
Erickson, Bruce	Payment	1/5/2023	9461	1/5/2023	5	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Evers, Cory	Payment	12/29/2022	9454	12/29/2022	12	\$0.00	(\$96.00)	\$0.00	\$0.00	\$0.00	(\$96.00)
Federal Express Corporation						\$0.00	\$200.00	\$800.00	\$0.00	\$0.00	\$1,000.00
FeraDyne Outdoors	Invoice	12/15/2022	10694	1/14/2023	26	\$0.00	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00
General Services Administration	Invoice	1/3/2023	10746	2/2/2023	7	\$0.00	\$5,532.50	\$0.00	\$0.00	\$0.00	\$5,532.50
Goritchan Boris						\$0.00	\$90.00	\$90.00	\$180.00	\$1,329.00	\$1,689.00

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	12/11/2022 - 1/9/2023 (30) Open Balance	11/11/2022 - 12/10/2022 (60) Open Balance	10/12/2022 - 11/10/2022 (90) Open Balance	BEFORE 10/12/2022 (>90) Open Balance	TOTAL Open Balance
Griffith Evans	Invoice	1/5/2023	10801	2/4/2023	5	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$90.00
Grimsbo, Gerald						\$0.00	\$0.00	\$0.00	\$0.00	\$459.00	\$459.00
GSSC						\$0.00	\$115.00	\$0.00	\$115.00	\$400.00	\$630.00
Hagberg, Rick	Invoice	12/1/2022	10611	12/31/2022	40	\$0.00	\$0.00	\$9.00	\$0.00	\$0.00	\$9.00
Hall John	Invoice	1/3/2023	10728	2/2/2023	7	\$0.00	\$298.32	\$0.00	\$0.00	\$0.00	\$298.32
Harris, Melissa	Invoice	10/11/2022	10390	11/10/2022	91	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
Hatfield, Dan						\$0.00	\$206.56	\$9.00	\$0.00	\$0.00	\$215.56
Hausmann, Jeff	Invoice	12/15/2022	10668	1/14/2023	26	\$0.00	\$2,150.00	\$0.00	\$0.00	\$0.00	\$2,150.00
Hermantown						\$0.00	\$680.86	\$680.86	\$0.00	\$319.14	\$1,680.86
Hydraulics											
Hillman Colin						\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Hunstad, Nicholas	Invoice	1/3/2023	10739	2/2/2023	7	\$0.00	\$108.33	\$0.00	\$0.00	\$0.00	\$108.33
HydroSolutions Of Duluth, Inc.	Invoice	1/3/2023	10729	2/2/2023	7	\$0.00	\$3,466.75	\$0.00	\$0.00	\$0.00	\$3,466.75
Jauss Aviation Inc.						\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Johnston, Paul						\$0.00	\$206.56	\$5.42	(\$1.79)	(\$12.53)	\$197.66
Kleen-Tech Services, LLC	Invoice	1/3/2023	10730	2/2/2023	7	\$0.00	\$708.69	\$0.00	\$0.00	\$0.00	\$708.69
Kraus-Anderson Construction Company	Invoice	1/4/2023	10790	2/3/2023	6	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Krcma, Shino	Payment	12/19/2022	9409	12/19/2022	22	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Lake Superior College	Invoice	1/3/2023	10747	2/2/2023	7	\$0.00	\$34,468.27	\$0.00	\$0.00	\$0.00	\$34,468.27
Lake Superior						\$0.00	\$4,726.55	\$42.00	\$0.00	\$0.00	\$4,768.55
Helicopters											
Larsen, Shane	Invoice	7/18/2022	10013	8/17/2022	176	\$0.00	\$0.00	\$0.00	\$0.00	\$573.67	\$573.67
Love Creamery	Invoice	1/3/2023	10774	2/2/2023	7	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Lyft, Inc.	Invoice	1/3/2023	10781	2/2/2023	7	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Maurices, Inc.						\$0.00	\$4,300.00	\$0.00	\$0.00	\$0.00	\$4,300.00
Messerer Jon	Invoice	6/9/2021	8341	7/9/2021	580	\$0.00	\$0.00	\$0.00	\$0.00	\$0.48	\$0.48
Minnesota Air National Guard	Invoice	1/10/2023	10818	2/9/2023	0	\$3,109.61	\$0.00	\$0.00	\$0.00	\$0.00	\$3,109.61
Minnesota Power						\$0.00	\$25,466.46	\$0.00	\$0.00	\$0.00	\$25,466.46
Monaco Air Duluth						\$0.00	\$6,834.19	\$6,834.19	\$6,604.19	\$0.00	\$20,272.57
Mountain Air Cargo						\$0.00	\$1,646.00	(\$1,880.32)	\$0.00	\$0.00	(\$234.32)
National Bank of Commerce	Invoice	12/15/2022	10685	1/14/2023	26	\$0.00	\$2,150.00	\$0.00	\$0.00	\$0.00	\$2,150.00
Nichols Jr., Robert M	Payment	12/31/2022	9447	12/31/2022	10	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Northland Constructors, Inc.	Invoice	1/3/2023	10735	2/2/2023	7	\$0.00	\$181.50	\$0.00	\$0.00	\$0.00	\$181.50
Oakwells CR, LLC	Invoice	1/3/2023	10743	2/2/2023	7	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Oltman Robert	Payment	1/4/2023	9452	1/4/2023	6	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
On Site Enterprises, Inc	Credit Memo	2/3/2022	279	2/3/2022	341	\$0.00	\$0.00	\$0.00	\$0.00	(\$185.53)	(\$185.53)

CUSTOMER	TRANSACTION TYPE	TRANSACTION DATE	TRANSACTION NUMBER	DUE DATE	AGE	CURRENT Open Balance	12/11/2022 - 1/9/2023 (30) Open Balance	11/11/2022 - 12/10/2022 (60) Open Balance	10/12/2022 - 11/10/2022 (90) Open Balance	BEFORE 10/12/2022 (>90) Open Balance	TOTAL Open Balance
Opack Matthew Jr.						\$0.00	\$207.50	\$9.00	\$0.00	\$0.00	\$216.50
Palmer, John						\$0.00	\$207.50	\$9.00	\$0.00	\$0.00	\$216.50
Parsons Electric	Invoice	10/7/2022	10382	11/6/2022	95	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
Parthe, Lance						\$0.00	\$276.64	\$276.64	\$0.00	\$0.00	\$553.28
Patnaude, Jason	Payment	12/27/2022	9417	12/27/2022	14	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Payne, Robert	Invoice	1/3/2023	10756	2/2/2023	7	\$0.00	\$276.64	\$0.00	\$0.00	\$0.00	\$276.64
Peterson, Kevin	Payment	12/12/2022	9361	12/12/2022	29	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Premium Air, LLC	Invoice	9/30/2022	10511	10/30/2022	102	\$0.00	\$0.00	\$0.00	\$0.00	\$209.87	\$209.87
QMS, INC.	Invoice	12/19/2022	10706	1/18/2023	22	\$0.00	\$267.20	\$0.00	\$0.00	\$0.00	\$267.20
Rasier, LLC						\$0.00	\$1,002.00	\$0.00	\$0.00	\$0.00	\$1,002.00
Rathbun, David						\$0.00	\$206.56	\$9.00	\$0.00	\$0.00	\$215.56
Rehabilitation Counselors, Inc.	Payment	8/19/2019	5002	8/19/2019	1,240	\$0.00	\$0.00	\$0.00	\$0.00	(\$75.00)	(\$75.00)
RS&H	Invoice	1/3/2023	10755	2/2/2023	7	\$0.00	\$2,565.99	\$0.00	\$0.00	\$0.00	\$2,565.99
SEH						\$0.00	\$154.51	\$0.00	\$0.00	\$0.00	\$154.51
Shelter Dog Inc.						\$0.00	\$0.00	\$0.00	\$72.50	(\$137.50)	(\$65.00)
Sinex, Barry						\$0.00	\$90.00	\$90.00	\$180.00	\$0.00	\$360.00
Stevens, Mike						\$0.00	\$206.56	\$9.00	\$0.00	\$0.00	\$215.56
Sun Country, Inc. dba Sun Country Airlines	Invoice	1/3/2023	10742	2/2/2023	7	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00
Sundquist, Margie	Invoice	1/3/2023	10741	2/2/2023	7	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00	\$51.00
Swinkels, Eric	Payment	12/8/2022	9349	12/8/2022	33	\$0.00	\$0.00	(\$153.00)	\$0.00	\$0.00	(\$153.00)
Sydow Dan						\$0.00	\$276.64	\$276.64	\$0.00	\$0.00	\$553.28
The Jamar Company	Invoice	11/30/2022	10632	12/30/2022	41	\$0.00	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00
The Landline Company						\$0.00	\$6,526.14	\$0.00	\$0.00	\$0.00	\$6,526.14
Transportation Security Administration						\$0.00	\$230.00	\$16,067.67	\$0.00	\$0.00	\$16,297.67
unifi						\$0.00	\$4,467.05	\$0.00	\$0.00	\$0.00	\$4,467.05
United Parcel Service						\$0.00	\$0.00	\$0.00	\$0.00	\$130.00	\$130.00
Weeks, Christopher G	Payment	12/27/2022	9411	12/27/2022	14	\$0.00	(\$612.00)	\$0.00	\$0.00	\$0.00	(\$612.00)
Wicklein, John	Invoice	10/11/2022	10392	11/10/2022	91	\$0.00	\$0.00	\$0.00	\$0.00	\$153.00	\$153.00
Williams, Ron						\$0.00	\$206.56	\$9.00	\$0.00	\$0.00	\$215.56
Total						\$3,109.61	\$283,378.15	\$27,326.44	\$7,145.45	\$15,058.51	\$336,018.16

VII. E

DULUTH AIRLINE STATISTICS ALL SCHEDULED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	EN PAX	% DIFF	TOT PAX	% DIFF
JAN	12,946	5,183	9,558	11,437	4,677	8,809	24,383	9,860	18,367	4,375	84.41	8,507	86.28
FEB	12,774	5,182	10,312	12,337	5,041	9,590	25,111	10,223	19,902	5,130	99.00	9,679	94.68
MAR	7,703	7,169	12,680	8,842	6,544	12,250	16,545	13,713	24,930	5,511	76.87	11,217	81.80
APR	577	6,758	12,059	666	7,055	12,950	1,243	13,813	25,009	5,301	78.44	11,196	81.05
MAY	849	9,519	10,314	638	10,262	11,086	1,487	19,781	21,400	795	8.35	1,619	8.18
JUN	1,494	9,403	10,165	1,526	9,598	10,408	3,020	19,001	20,573	762	8.10	1,572	8.27
JUL	3,121	11,778	9,066	3,327	11,791	8,855	6,448	23,569	17,921	(2,712)	(23.03)	(5,648)	(23.96)
AUG	5,727	12,727	9,295	5,754	12,128	9,289	11,481	24,855	18,584	(3,432)	(26.97)	(6,271)	(25.23)
SEP	5,664	11,820	10,029	5,666	11,207	9,657	11,330	23,027	19,686	(1,791)	(15.15)	(3,341)	(14.51)
OCT	5,652	11,285	16,767	5,059	10,305	16,239	10,711	21,590	33,006	5,482	48.58	11,416	52.88
NOV	4,418	9,070	16,029	4,349	8,965	15,285	8,767	18,035	31,314	6,959	76.73	13,279	73.63
DEC	4,449	10,575	10,959	4,533	10,587	11,023	8,982	21,162	21,982	384	3.63	820	3.87
TOTAL	65,374	110,469	137,233	64,134	108,160	135,441	129,508	218,629	272,674	26,764	24.23	54,045	24.72

TOTALS WITH CHARTER INCLUDED

Month	Enplanements			Deplanements			Total
	2020	2021	2022	2020	2021	2022	
JAN	13,252	5,183	9,735	11,743	4,677	8,986	18,721
FEB	12,950	5,214	10,312	12,513	5,073	9,590	19,902
MAR	7,703	7,204	12,856	8,842	6,579	12,427	25,283
APR	577	6,758	12,059	666	7,055	12,950	25,009
MAY	849	9,519	10,314	638	10,262	11,086	21,400
JUN	1,494	9,403	10,165	1,526	9,598	10,408	20,573
JUL	3,121	11,778	9,066	3,327	11,791	8,855	17,921
AUG	5,727	12,727	9,295	5,754	12,128	9,289	18,584
SEP	5,664	11,820	10,029	5,666	11,207	9,657	19,686
OCT	5,823	11,498	22,356	5,230	10,478	21,652	44,008
NOV	4,508	9,320	21,372	4,439	8,965	20,380	41,752
DEC	4,449	10,575	16,014	4,533	10,767	15,915	31,929
Total	66,117	110,999	153,573	64,877	108,580	151,195	304,768

DULUTH AIRLINE STATISTICS DELTA AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	EN PAX	% DIFF	TOT PAX	% DIFF
JAN	6,698	3,814	5,461	6,026	3,629	4,845	12,724	7,443	10,306	1,647	43.18	2,863	38.47
FEB	6,401	3,916	5,996	6,244	3,890	5,612	12,645	7,806	11,608	2,080	53.12	3,802	48.71
MAR	3,973	4,668	6,877	4,777	4,379	6,545	8,750	9,047	13,422	2,209	47.32	4,375	48.36
APR	331	4,045	6,918	438	4,396	6,984	769	8,441	13,902	2,873	71.03	5,461	64.70
MAY	374	7,106	7,125	377	7,573	7,670	751	14,679	14,795	19	0.27	116	0.79
JUN	685	6,589	7,308	680	6,828	7,599	1,365	13,417	14,907	719	10.91	1,490	11.11
JUL	2,122	6,788	6,264	2,277	6,823	6,114	4,399	13,611	12,378	(524)	(7.72)	(1,233)	(9.06)
AUG	3,487	7,484	6,514	3,595	7,281	6,539	7,082	14,765	13,053	(970)	(12.96)	(1,712)	(11.59)
SEP	3,941	7,608	6,124	3,908	7,159	5,921	7,849	14,767	12,045	(1,484)	(19.51)	(2,722)	(18.43)
OCT	3,576	7,483	5,589	3,411	6,721	5,413	6,987	14,204	11,002	(1,894)	(25.31)	(3,202)	(22.54)
NOV	3,000	7,746	5,343	2,985	7,613	5,095	5,985	15,359	10,438	(2,403)	(31.02)	(4,921)	(32.04)
DEC	3,029	6,588	5,055	3,131	6,610	4,892	6,160	13,198	9,947	(1,533)	(23.27)	(3,251)	(24.63)
TOTAL	37,617	73,835	74,574	37,849	72,902	73,229	75,466	146,737	147,803	739	1.00	1,066	0.73

2022 Month	Non Rev	Revenue	2022 Non Rev	Revenue	Total
JAN	141	5,320	157	4,688	10,306
FEB	161	5,835	159	5,453	11,608
MAR	180	6,697	194	6,351	13,422
APR	211	6,707	222	6,762	13,902
MAY	239	6,886	264	7,406	14,795
JUN	294	7,014	285	7,314	14,907
JUL	389	389	375	5,739	6,892
AUG	195	6,319	181	6,178	12,873
SEP	173	5,951	157	5,764	12,045
OCT	204	5,385	182	5,231	11,002
NOV	192	5,151	179	4,916	10,438
DEC	162	4,893	152	4,740	9,947
Total	2,541	66,547	2,507	70,542	142,137

DULUTH AIRLINE STATISTICS

UNITED AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	EN PAX	% DIFF	TOT PAX	% DIFF
JAN	4,031	1,369	2,234	3,300	1,048	2,079	7,331	2,417	4,313	865	63.18	1,896	78.44
FEB	3,850	1,266	2,179	3,678	1,151	2,114	7,528	2,417	4,293	913	72.12	1,876	77.62
MAR	2,168	2,501	2,903	2,351	2,165	2,763	4,519	4,666	5,666	402	16.07	1,000	21.43
APR	122	2,713	3,126	128	2,659	3,066	250	5,372	6,192	413	15.22	820	15.26
MAY	475	2,413	3,189	261	2,689	3,416	736	5,102	6,605	776	32.16	1,503	29.46
JUN	809	2,814	2,857	846	2,770	2,809	1,655	5,584	5,666	43	1.53	82	1.47
JUL	999	4,990	2,802	1,050	4,968	2,741	2,049	9,958	5,543	(2,188)	(43.85)	(4,415)	(44.34)
AUG	2,240	5,243	2,781	2,159	4,847	2,750	4,399	10,090	5,531	(2,462)	(46.96)	(4,559)	(45.18)
SEP	1,723	4,212	3,905	1,758	4,048	3,736	3,481	8,260	7,641	(307)	(7.29)	(619)	(7.49)
OCT	2,076	3,802	5,589	1,648	3,584	5,413	3,724	7,386	11,002	1,787	47.00	3,616	48.96
NOV	1,418	1,324	5,343	1,364	1,352	5,095	2,782	2,676	10,438	4,019	303.55	7,762	290.06
DEC	1,420	2,635	5,055	1,402	2,812	4,892	2,822	5,447	9,947	2,420	91.84	4,500	82.61
TOTAL	21,331	35,282	41,963	19,945	34,093	40,874	41,276	69,375	82,837	6,681	18.94	13,462	19.40

Month	2022		2022		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN	56	2,178	57	2,022	4,313
FEB	93	2,086	89	2,025	4,293
MAR	71	2,832	69	2,694	5,666
APR	143	2,983	118	2,948	6,192
MAY	80	3,109	59	3,357	6,605
JUN	77	2,780	55	2,754	5,666
JUL	50	2,752	52	2,689	5,543
AUG	74	2,707	85	2,665	5,531
SEP	91	3,815	95	3,641	7,642
OCT	204	5,385	182	5,231	11,002
NOV	192	5,151	179	4,916	10,438
DEC	162	4,893	152	4,740	9,947
Total	1,293	40,671	1,192	39,682	82,838

DULUTH AIRLINE STATISTICS SUN COUNTRY AIRLINES

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	EN PAX	% DIFF	TOT PAX	% DIFF
JAN	-	-	1,863	-	-	1,885	-	-	3,748	1,863	#DIV/0!	3,748	#DIV/0!
FEB	-	-	2,137	-	-	1,864	-	-	4,001	2,137	#DIV/0!	4,001	#DIV/0!
MAR	-	-	2,900	-	-	2,942	-	-	5,842	2,900	#DIV/0!	5,842	#DIV/0!
APR	-	-	2,015	-	-	2,900	-	-	4,915	2,015	#DIV/0!	4,915	#DIV/0!
MAY	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
JUN	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
JUL	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
AUG	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
SEP	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
OCT	-	-	5,589	-	-	5,413	-	-	11,002	5,589	#DIV/0!	11,002	#DIV/0!
NOV	-	-	5,343	-	-	5,095	-	-	10,438	5,343	#DIV/0!	10,438	#DIV/0!
DEC	-	1,352	849	-	1,165	1,239	-	2,517	2,088	(503)	(37.20)	(429)	(17.04)
TOTAL	-	1,352	20,696	-	1,165	21,338	-	2,517	42,034	19,344	1,430.77	39,517	1,570.00

Month	2022		2022		Total
	Non Rev	Revenue	Non Rev	Revenue	
JAN	3	1,860	20	1,865	3,748
FEB	7	2,130	6	1,858	4,001
MAR	8	2,892	10	2,932	5,842
APR	23	1,992	15	2,885	4,915
MAY	-	-	-	-	-
JUN	-	-	-	-	-
JUL	-	-	-	-	-
AUG	-	-	-	-	-
SEP	-	-	-	-	-
OCT	204	5,385	182	5,231	11,002
NOV	192	5,151	179	4,916	10,438
DEC	162	4,893	-	1,239	6,294
Total	599	24,303	412	20,926	46,240

DULUTH AIRLINE STATISTICS CHARTERS

MONTH	ENPLANEMENTS			DEPLANEMENTS			TOTAL PASSENGERS			2021/2022 PASS. INCREASE/DECREASE			
	2020	2021	2022	2020	2021	2022	2020	2021	2022	EN PAX	% DIFF	TOT PAX	% DIFF
JAN	306	-	177	306	-	177	612	-	354	177	#DIV/0!	354	#DIV/0!
FEB	176	32	-	176	32	-	352	64	-	(32)	(100.00)	(64)	(100.00)
MAR	-	35	176	-	35	177	-	70	353	141	402.86	283	404.29
APR	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
MAY	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
JUN	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
JUL	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
AUG	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
SEP	-	-	-	-	-	-	-	-	-	-	#DIV/0!	-	#DIV/0!
OCT	171	213	5,589	171	173	5,413	342	386	11,002	5,376	2,523.94	10,616	2,750.26
NOV	90	250	5,343	90	-	5,095	180	250	10,438	5,093	2,037.20	10,188	4,075.20
DEC	-	-	5,055	-	180	4,892	-	180	9,947	5,055	#DIV/0!	9,767	5,426.11
TOTAL	743	530	16,340	743	420	15,754	1,486	950	32,094	15,810	2,983.02	31,144	3,278.32
										15810	#DIV/0!	31144	80.85714286

Month	Endeavor	2022 SUN CO.	JET BLUE	VISION	Hillwood	Allegiant	Total
JAN		354					354
FEB		-					-
MAR		353					353
APR		-					-
MAY		-					-
JUN		-					-
JUL		-					-
AUG		-					-
SEP		-					-
204	5,385	182	5,231				10,798
192	5,151	179	4,916				10,246
162	4,893	152	4,740				9,785
Total	15,429	1,220		-	-	-	31,536

2022 Landline Passengers

	Arrivals			Departures			2021 Grand		
	Revenue	Non-Rev	Total	Revenue	Non-Rev	Total	Grand Total	Total	Inc /Dec
January	774	62	836	912	56	968	1804	501	1303
February	904	44	948	1195	46	1241	2189	391	1798
March	1123	47	1170	1261	43	1304	2474	447	2027
April	1351	47	1398	1263	46	1309	2707	636	2071
May	924	50	974	791	37	828	1802	1193	609
June	1116	40	1156	1051	21	1072	2228	1981	247
July	818	34	852	870	37	907	1759	2550	(791)
August	785	16	801	837	23	860	1661	2317	(656)
September	656	23	679	792	31	823	1502	1448	54
October	813	23	836	1036	23	1059	1895	1885	10
November	911	30	941	883	37	920	1861	2059	(198)
December	1128	48	1176	1133	38	1171	2347	2423	(76)
	11303	464	11767	12024	438	12462	24229	17831	6398