

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 McMahan, SEH

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. Hansen, Dir. Markham, present; Dir. Crawford, absent. Pres. Maki invited Mr. Werner to update on the Executive Director's review:

- Mr. Werner introduced Ms. 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 Mr. Snell. Mr. Snell gave a description of his position as Public Safety Manager and the duties it entails. He gave a presentation, and examples of situations where his expertise is utilized.
- Business/Property Development: Ms. Kayser 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 is to come at the end of January. She also discussed the peer-to-peer rental car rental program, Turo, a car sharing/rental program between private parties.
- Financial Update: Ms. 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: Ms. 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 funding for the demo of three buildings, construction 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. Director Anderson moved, second by Dir. Hansen, 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 KACC 2022-02 between the Duluth Airport Authority and Kraus Anderson for the construction management of the Federal Inspection Services facility update. Motion by Dir Henderson, second by Dir. Anderson. Dir. Markham Abstained, All Ayes, motion carried.

Item D resolution to approve Sky Harbor master plan. Ms. Nowicki presented slides regarding the building area and presented a brief overview of the Master Plan and the executive summary. Motion to approve. Motion by Dir. 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. Director Anderson noted

he would abstain from voting. Motion to approve by Dir. Henderson, seconded by Secretary Hansen. All ayes, Director Anderson abstained. Motion carried.

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, second 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. All ayes, Motion passes.

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

Dir. Markham exits at 10:03am.

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

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

Item L. Resolution to Approve Executive Director's 2023 Work Plan.

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

Pres. Maki asked that a sub-committee be formed that will study executive compensation of the executive director and staff directors including operations, finance, business development and marketing. Dir. Anderson will head the committee, with Dir. Henderson and Dir. O'Brien also serving. It is requested that they report to the board in March of 2023 with their findings.

Pres. Maki offered to entertain a motion to adjourn.

1. Obrien motioned
2. Hanson 2nd
3. All ayes – motion passes

Meeting adjourned at 10:20AM.

Respectfully submitted,

Krista Busse
Executive Assistant

APPROVED: _____