

MINUTES OF THE MEETING

DATE: January 17th, 2023

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

DIRECTORS PRESENT: Kim Maki
Dan Markham
Elissa Hansen
Jeff Anderson (Virtually)
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 (Virtually)
Amanda McDonald, DAA
Krista Busse, DAA
Eric Monson, Lake Superior Helicopter
Kaci Nowicki, SEH
Shawn McMahan, SEH

OTHERS PARTICIPATING VIA ELECTRONIC
MEANS:

Matthew Stewart, SEH
Kathy Leon, DAA
Mark Schramek, SEH

President Maki called the DAA January board meeting to order at 8:00 a.m. She performed roll call – Dir Maki, Dir. O'Brien, Dir. Henderson, Dir. Anderson (virtually), Dir. Elissa Hansen, Dir. Markham, Dir. Crawford, Absent, Present; 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 December passengers, seats, and advanced bookings. Delta, United, Sun Country, Landline. Delta will now eliminate 50-seat operations by the end of summer.
- Planning, Operations, and Maintenance:
 - Mr. Papko stated that staff is soliciting responses to the 5-year engineering and planning RFQ. The solicitation period will close on January 20th.
 - Mr. Papko summarized the status of the HUB parking systems. There have been delays with programming. Hopeful to go live in February.
- Business/Property Development: Ms. Kayser discussed the Ranch Hangar Development. Heating and insulation to be included in the build so not to be an added expense to the tenants. Hangar rates have been discussed with representatives of Monaco Air Duluth for comparison. Bid package is going to be sent out. Hopeful to be presented at the February board meeting. Jana also discussed

Hangar 104 improvements. Half of the building is owned by Monaco Air Duluth; half is owned by DAA; with Cirrus leasing our space. She will update as she has more information.

- Financial Update: Ms. Bodin, Director of Finance, provided an update regarding the COVID relief funds and the plan to request remaining funds of \$2,400,321. ARPA Funds will be used to reimburse Payroll, Debt Service, Insurance, Service Charges, and Utilities. She also discussed the Operating Policy #18 (Purchase Policy) and the requested updates to language on the policy to be consistent with updated technology. Hoping to approve a new Purchase Policy in March.
- Marketing/Communications: Ms. Baker stated St. Luke's will continue their sponsorship of Club DLH for another 2 years. Amsoil agreed to extend their sponsorship contract for another 10 years.
- Legislative: Mr. Werner summarized information regarding the Air Traffic Control Tower legislative funding request. By January 19th, a meeting with Capital Investment and Transportation Committee Chairs, as well as most of the Delegation to include many of the Legislators in the surrounding area will have taken place to discuss funding.

Pres. Maki thanked everyone for their reviews and entertained a motion to approve the previous meeting minutes, with one addition of mention to the ad hoc committee that was created to study executive compensation. Dir. O'Brien moved to approve the December 20th, 2022 meeting minutes and consent items. Dir. Hansen seconded. All ayes, motion carried.

OPPORTUNITY FOR PERSONS TO BE HEARD

None.

OLD BUSINESS

None.

NEW BUSINESS

Resolution to Approve Incentive Award Payments of \$400 Each for Outstanding Performance per DAA Operating Policy 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 Evenas, Mr. John Orrey, and Mr. Mike Fellerson.

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

Resolution to approve the Second Amendment to the Operatory Agreement and office space lease for Lake Superior Helicopters in order to increase the space that is leased/

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

Dir Maki entertained a motion to adjourn at 8:46am.

1. Dir. Hansen moved

2. Second by Dir. Markham

All ayes to adjourn.

Respectfully submitted,

Krista Busse
Executive Assistant

APPROVED: _____